

CHARTER

PARTS STANDARDIZATION AND MANAGEMENT COMMITTEE

1.0 **PURPOSE.** To provide a single Government/Industry Working Group forum for promoting effective parts management and standardization through commonality of parts and processes.

2.0 **MISSION STATEMENTS.**

Foster standardization by promoting commonality of parts and processes, and
Thereby increasing interoperability, improving logistics readiness, and reducing
total ownership cost “**Amended 3/21/00**”

Move towards standardization of commercial and industrial parts.

Promote a common understanding of the benefits (value-added) of parts
management between Government and Industry.

Participate in the development of a common parts management database
available electronically.

Promote the use of electronic exchange of parts testing data to reduce
qualification and retesting costs.

Develop guidelines for use by the acquisition activity during the request
for proposal development and review process.

Transition to a single parts management process for all Government customers.

Present Government/Industry parts management viewpoints to Government/
Industry senior leadership.

Promote education and training in parts management.

Develop a commercial version of the Government Furnished Baseline (containing
Industry standard parts).

2.1 Members of the PSMC will participate on standing committees and ad hoc groups
established to promote and support these mission statements.

3.0 **SCOPE.** The “committee” shall address parts management related issues and activities
that are of mutual interest to DoD, other federal agencies and industry. Such activities may
include but are not limited to; contractor parts management and standardization practices,
industry association standardization practices, supply chain management, parts management
role in integrated product teams (IPTs), technology assessment (IC life cycles, commercial

parts, plastic ICs...), parts obsolescence management, part substitution processes, part documentation processes, data sharing, parts management process automation, and parts management education. **“Amended 3/21/00”**

4.0 **ORGANIZATION.** The “committee” shall consist of an “executive board”, steering committee, standing committees, ad hoc committees as necessary, and members. The steering committee shall consist of the executive board and the subcommittee chairs.

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- 4.1 The executive board shall consist of three members, a DLA member or Government designee, a DoD or Federal (military) service representative, and an industry representative, each nominated and elected from the membership. The Government co-chair is a permanent assignment and can only be replaced by the current Government co-chair. A two-year term will be imposed on the military and industry co-chairs with a limit of two consecutive terms. Elections for military and industry co-chair positions will be held every two years. The outgoing co-chairs shall comprise the nominating committee, solicit the membership for their respective replacements, affirm commitment of nominees prior to the meeting, and receive all nominations at the meeting. Nominations will be taken at the spring meeting and the co-chair election results announced at the fall meeting. The incoming co-chair’s terms shall commence at the same fall meeting. **“Amended 7/26/99”**
- 4.2 Each established member shall have one vote. To establish voting privileges a new member shall contact the executive board.
- 4.3 Membership shall be open to interested parties as designated by individual DoD, federal, commercial, and industrial organizations. Members are expected to participate and shall act as individuals, not as agents or representatives of any organization.
- 4.4 Standing and ad hoc committees shall be established as necessary by the executive board and validated by the members. Committee chairman and vice-chair shall be designated by the members of the individual committees. **“Amended 3/21/00”**
- 4.5 The board may appoint other functionaries such as secretary, treasurer, etc. as necessary to facilitate the groups operations.
- 4.6 The standing committees shall be facilitated by a chairperson assisted by a vice-chairperson. The subcommittee chairs shall be appointed by the executive board , from the voting membership. The vice-chairman may be appointed by the sub-chair or by the executive board. **“Amended 3/21/00”**

5.0 **OPERATION.**

5.1 Meetings shall be held at least twice yearly and additionally as deemed necessary by the executive board and members. Meeting locations shall be determined by the executive board but should be varied to equalize travel costs.

5.1.1 Steering committee meetings shall be held as necessary to facilitate the main meetings as deemed necessary by the executive committee

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- 5.2 Agendas shall be developed and distributed in advance of the meeting by the executive board with inputs coming from committee chairmen and members. The sub-chairs shall notify the executive board 60 days prior to the main meeting and have agendas ready 2 weeks prior to the main meeting. **“Amended 3/21/00”**
- 5.3 The executive board shall be responsible for establishing overall meeting agendas, having minutes prepared, and conducting all general meetings. Standing and ad hoc committee chairmen shall be responsible for conducting meetings as directed by the executive board. **“Amended 3/21/00”**
- 5.4 A steering committee consisting of, and restricted to, the executive board members and the chairman of each standing committee or ad hoc group shall be established. The steering committee shall meet prior to each PSMC meeting to revise agendas and establish objectives for the main meeting.
- 5.5 The subcommittee chairman shall be responsible for attending steering committee meetings, assigning and updating subcommittee tasks/objectives, and briefing the general membership on the accomplishments and projected goals of their respective committees. **“Amended 7/26/99”**
- 5.6 Group business and communications shall be conducted via electronic media to the maximum extent possible.
- 5.7 Absences from two or more consecutive meetings (no principal or alternate representation) shall be considered a lack of interest unless prior notification to the chair or co-chair with reason for absence has been made. When no notification has been made for two or more unjustified absences, representation is subject to review and removal by the executive board.
- 5.8 The charter as detailed herein, can be revised, or the group dissolved, with the agreement of a majority of the responding established membership. All voting shall be conducted and recorded by the Government co-chair and overseen by the remaining executive committee. Voting results shall be made available to the entire committee upon request. **“Amended 7/26/99”**

6.0 AREAS OF SPECIAL INTEREST.

Proceedings of the group shall take in consideration areas of special interest, such as:

- a. Promoting education of the parts management process.
- b. Automated data process with respect to parts management improvements and enhancements.
- c. Introduction of commercial parts into the Government Furnished Baselines.
- d. Diminishing manufacturing sources and solutions.
- e. Develop a uniform cost effective parts management program.
- f. Acquisition issues.
- g. Part substitution process.