



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
914 CHARLES MORRIS CT SE
WASHINGTON DC 20398-5540

COMSCINST 5420.9
N03
5 August 1999

COMSC INSTRUCTION 5420.9

Subj: EXECUTIVE STEERING COMMITTEE (ESC) CHARTER

1. Purpose. To establish the Executive Steering Committee (ESC) for Military Sealift Command (MSC). The ESC is an internal senior executive committee that provides oversight over Command level business operations and the guidance and direction necessary for MSC to realize its vision for the year 2010.
2. Background. MSC needs to align short and long term corporate decisions to meet both current mission responsibilities and best position ourselves for the future. To do so, MSC will maintain a strategic corporate outlook while making continuous improvements in its business processes to remain competitive. The ESC will provide strategic direction, customer/stakeholder involvement, and allow the senior leaders to focus efforts to achieve these objectives.
3. Membership. The ESC is comprised of N00 (chair), N01, N02, N03, the Program Managers, N2, and N8. Two rotational positions will be reserved for Functional Directors who will serve non-concurrent 6-month terms.
4. Responsibilities
 - a. Develop/maintain the business process reengineering plan.
 - b. Function as an Investment Review Board (IRB).
 - c. Review Corporate and Program Business Plans and Functional Director and Area Commander Support Plans.
 - d. Approve command wide programs or projects that cross Program Manager/Functional Director boundaries.
 - e. Establish, as required, task forces, teams, or working groups to assist the ESC in the performance of its responsibilities.

5 August 1999

5. Meetings

a. Schedule. Meet monthly.

b. Agenda. N00Q will publish an agenda and read ahead 1 week prior to each meeting, distributed to all ESC members, Functional Directors, Area Commanders, and posted to the MSC Web page.

c. Minutes. N00Q will provide meeting minutes to ESC members and information copies to Functional Directors and Area Commanders within 3 days of each meeting. Meeting minutes will be posted on the MSC Web page.

Distribution:

COMCINST 5000.19

List I (Case A, B, C)

Copy to:

SNDL 41B (MSC Area Commanders)
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