



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
7000
CO
24 Jun 19

POLICY LETTER 1-19

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: RESOURCES QUALITY MANAGEMENT BOARD CHARTER

1. A Resources Quality Management Board (RQMB) is chartered by the Marine Corps Air Station Beaufort Executive Steering Committee (ESC) to assist in determining the most effective utilization of our scarce resources.
2. Mission. The RQMB will provide recommendations to the ESC on the most efficient expenditures of resources while maintaining support to our operating forces and quality of life for our civilian workforce, Marines, and Navy Family.
3. Tasks. While not inclusive, the following board functions apply:
 - a. Review the budget process and make recommendations for improvement.
 - b. Develop and recommend an annual budget execution plan based on ESC Guidance, the strategic plan, and customer input.
 - c. Prioritize unfunded deficiencies and make recommendations on the allocation of additional funding.
 - d. Scrutinize the budget and identify areas where efficiencies can be achieved, develop alternatives, and recommend solutions to the ESC.
 - e. The RQMB will elect from its members a Secretary and Chairperson to serve on Fiscal Year terms. The elected officials may serve consecutive terms.
4. Membership. Board members shall be appointed in writing. The board may create and/or remove associate member positions as deemed necessary to obtain advice or ensure representation of particular interests.
5. Voting Board Members. Voting members consists of appointed personnel from these sections:

<u>S-1</u>	<u>S-4</u>
<u>S-3/5/7</u>	<u>PMO</u>
<u>S-6</u>	<u>COMP</u>
<u>MCCS-SC</u>	<u>Safety</u>

6. Non-Voting Members. Non-voting members consist of appointed personnel from these sections:

EEO HRO

7. The RQMB will determine frequency of meetings. Voting members will be expected to attend all meetings; if a member cannot attend a meeting,

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alternates will not be permitted to participate or vote on behalf of the member. Advisory members may attend any meeting, but will be notified when they are required/desired to attend a specific meeting. It is permitted to occasionally meet and vote electronically when issues of urgency require immediate attention by the RQMB.

8. Reporting Requirements. Minutes will be taken at each meeting by the secretary and will be forwarded to the RQMB Chairman within three working days of each meeting. The RQMB Chairman will report to the RQMB's Linking Pin, the Comptroller, and the ESC as necessary.

9. Authority. The RQMB is authorized to:

a. Establish working groups to recommend ways to meet specific facets of the RQMB's mission, to include researching the feasibility of specific reform initiatives (to include collecting and analyzing data and making recommendations to the RQMB).

b. Implement and test process changes that do not exceed the authority of individual members; the RQMB has no corporate authority beyond that of its members.

10. The ESC will be briefed by the RQMB Chairman on all actions beyond the scope of authority of the RQMB. Briefs will be scheduled as deemed necessary by the Commanding Officer after the monthly meetings or by the ESC chair.

11. The point of contact in this matter is Mr. Clay Danielson at (843)228-7164.


T. P. MILLER

Distribution: A

MCAS BEAUFORT ROUTING SHEET



Date Forwarded: 20190604	Date Due: 20190610
Originator (Rank, Last, First) GS13 Clay W. Danielson	Phone Number: 228-7164
Subject: RQMB & ESC APPOINTMENT LETTERS & UPDATED RQMB CHARTER	

SEQ	SECTION	CODE	DATE IN	DATE OUT	INITIALS	Action Brief:
5	CO, MCAS Beaufort	D	6/19	6/24	rm	This updates membership to the RQMB and ESC. Changes due to military member turnover. <i>cut</i>
3	XO, MCAS Beaufort Sergeant Major, MCAS Beaufort	I	6/11	6/19	JAG	
2	Adjutant, MCAS Beaufort	A	6/18	6/18	JP	
4	Executive Assistant/ Protocol Officer Central Files	A				
1	S-1, MCAS Beaufort	X		06/04	W.	
	S-3/5/7, MCAS Beaufort					
	S-4, MCAS Beaufort					
	S-6, MCAS Beaufort					
	CO, HQHQRON					
	XO, HQHQRON					
	Sergeant Major, HQHQRON					
	Staff Judge Advocate (SJA)					
	Provost Marshal Office (PMO)					
	Comptroller					
	Human Resources Office (HRO)					
	Director, MCCA-SC					
	Inspector, MCAS Beaufort					
	Chaplain, MCAS Beaufort					
	OIC, Branch Clinic					
	Security Manager/CMCC					
	Equal Opportunity Advisor (EOA)					
	MCFTB					
	DOSS/Safety					
	Communication Strategy (COMMSTRAT)					
	Director, IPAC					
	Community Plans & Liaison Office (CPLO)					
	CO, MAG-31					
	CG, MCRD Parris Island					
	CO, Naval Hospital Beaufort					
	CO, CLC-23					
	OIC, MACS-2 Det A					
	Airfield Operations					
	Mission Assurance					
	SARC					
	NREAO					
	Other:					

Corrections:

6/12	6/14	6/18	
SNCOIC: Dickens			
20 Files			
Clerks: 20190605			
epi clerk			

- | | | |
|------------------------|--------------------|---------------|
| A - APPROPRIATE ACTION | C - COMMENT | D - DECISION |
| I - FOR INFORMATION | R - RECOMMENDATION | S - SIGNATURE |
| X - ORIGINATOR | Y - CONCURRENCE | |