



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

IN REPLY REFER TO:
7000
CO

JAN 15 2020

POLICY LETTER 01-20

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

Subj: EXECUTIVE STEERING COMMITTEE CHARTER

1. Purpose. To establish the Air Station's Executive Steering Committee (ESC).
2. Mission. To lead, promote, and institutionalize continuous quality improvement throughout the Air Station.
3. Responsibilities
 - a. Create and encourage a climate conducive to constant improvement.
 - b. Create and publish a strategic plan that provides the vision and guiding principles for the organization.
 - c. Charter Resource Quality Management Boards (RQMBs) as needed to assist in determining the most efficient and effective use of resources to develop strategic plan objectives and to identify specific process improvements. Monitor each RQMB's progress and provide support and resources as necessary. Take action on the RQMB recommendations.
 - d. Maintain excellent relationships with all tenant and surrounding civilian communities.
4. Membership. The Commanding Officer (CO) shall act as the Chairman and the Executive Officer (XO) will serve in the CO's absence. Voting members include: the XO, S-1 Officer, S-3/5/7 Officer, S-4 Officer, Provost Marshal, Comptroller, and Deputy Director of Marine Corps Community Services South Carolina. Non-voting members are the Deputy Director of the Equal Employment Opportunity Office and the Human Resources Director. The Station Sergeant Major shall attend meetings as an advisor to the ESC, the Comptroller shall serve as the "Linking Pin" to the RQMB, and the S-1 Officer shall serve as the Recorder. All other program managers and directorates will serve as advisors to the ESC as needed. The committee will meet as directed by the CO.


T. P. MILLER