DEPARTMENT OF THE NAVY

SPACE AND NAVAL WARFARE SYSTEMS COMMAND

ARLINGTON VA 22245-5200

SPAWARINST 5420.24
SPAWAR 01-4
9 December 1994

SPAWAR INSTRUCTION 5420.24

From: Commander, Space and Naval Warfare Systems Command

Subj: MANAGEMENT OF DEPARTMENT OF THE NAVY PROGRAM FOR HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY INSTITUTIONS (HBCU/MIs)

Ref: (a) SECNAV memo of 6 Apr 94
(b) OCNR ltr Ser 353-087L/94U105 of 12 May 94

Encl: (1) SPAWAR HBCU/MI Council Charter

1. Purpose. This instruction establishes management of the Administering Office of the Department of the Navy Historically Black Colleges and Universities/Minority Institutions Program at the Space and Naval Warfare Systems Command (SPAWAR) and Program Executive for Space, Communications and Sensors (PEO-SCS), as required by references (a) and (b). Such management will provide a functionally consistent base for implementing SPAWAR's and PEO-SCS's commitment to strengthen and support the capabilities of HBCU/MIs.

2. Background. Reference (a) prescribes the mission and functions of the Department of the Navy HBCU/MIs Program. In addition, it delineates the responsibilities of the Chief of Naval Research (CNR) and designates the HBCU/MIs Program Manager.

3. Administering Office. SPAWAR 01 is designated as SPAWAR's and PEO-SCS's Administering Office for the Department of the Navy HBCU/MIs Program. In accordance with references (a) and (b), the responsibilities of the Administering Office include:

a. Designation (and identification to the HBCU/MI Program Manager) of representatives responsible for HBCU/MIs activities within the Administering Office; representatives include individuals from the following directorates within SPAWAR and PEO-SCS:

Comptroller, Contracts, Corporate Management, Counsel, Deputy Commander, Equal Employment Office (EEO), Human Resource Office (HRO), SPAWAR 90 (NCCOSC), PEO-SCS, Small Business, SPAWAR 30, SPAWAR 40, PD 70, and PD 80

b. Consistent with the guidance and instructions provided by the HBCU/MIs Program Manager, publishing an Administering Office internal statement of HBCU/MIs policy(ies);

c. Establishment of budgetary and other planning to support HBCU/MIs effort within the Administering Office, including personnel availability, travel, training, periodic conference participation, and providing HBCU/MIs program status information to the HBCU/MIs Program Manager; and

d. Implementation of guidance and instructions, as applicable, issued by the HBCU/MIs Program Manager.

4. HBCU/MIs Council. To develop and coordinate planning, goals, and objectives for programs at HBCU/MIs, SPAWAR and PEO-SCS have formed a HBCU/MIs Program Council. The Council's specific responsibilities and authorities are in enclosure (1).

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Rear Admiral, U.S. Navy

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SPAWAR HBCU/MI COUNCIL CHARTER

1. General. The SPAWAR/PEO-SCS Historically Black College and University/Minority Institution Council (HBCU/MI Council) is an officially established SPAWAR/PEO-SCS Council whose primary purposes are to facilitate interaction between Historically Black Colleges and Universities and Minority Institutions (HBCU/MIs) and SPAWAR that may lead to greater participation in the SPAWAR programs and to advise on the management of the SPAWAR/PEO-SCS HBCU/MI research, development and education programs.

2. Objectives

a. To foster support for meritorious proposals originating at HBCUs and MIs.

b. To assist in the development and administration of programs aimed at increasing the participation of African American and other minorities in the areas of science and engineering of importance and interest to SPAWAR/PEO-SCS and the Navy.

c. To recommend new initiatives to enhance HBCU/MI participation in the Navy research, development and education programs.

d. To provide management and administrative oversight of all SPAWAR/PEO-SCS HBCU/MI programs.

3. Functions

a. Solicit HBCU/MI participation in SPAWAR/PEO-SCS supported programs.

b. Conduct an annual evaluation of the SPAWAR/PEO-SCS programs and interactions with HBCUs and MIs to evaluate progress and recommend changes as per paragraph 2d above.

c. Plan, develop and implement mechanisms for increasing program manager and program officer awareness of SPAWAR/PEO-SCS HBCU/MI programs and of HBCU/MI reseach, development and education capabilities.

d. Plan, develop and implement mechanisms for increasing HBCU/MI awareness of SPAWAR/PEO-SCS goals and areas of interest.

e. Establish and maintain interactions and coordination with other Federal agencies with similar programs.

f. Serve as point of contact for HBCU/MI representatives requesting information on SPAWAR/PEO-SCS programs.

4. Organization/Membership. The HBCU/MI Council will consist of at least one representative from each SPAWAR Directorate and Major Staff Code, the Corporate Counsel's Office, the Small and Disadvantaged Business Utilization Specialist and the SPAWAR Command Equal Employment Opportunity Officer. The Chairperson will be assigned by COMSPAWAR. A Vice Chairperson and Recording Secretary will be appointed by the Chairperson.

5. Meetings

a. The HBCU/MI Council will meet periodically at the call of the Chairperson or COMSPAWAR.

b. The HBCU/MI Chairperson will circulate an agenda in advance of each meeting. Members may propose agenda items and should come to the meeting prepared to lead the discussion on the proposed items.

6. Reporting

a. The HBCU/MI Council Chairperson shall report to COMSPAWARSYSCOM (verbal, informal) at least quarterly, and as otherwise requested.

b. Other special reports concerning HBCU/MI related activities shall be provided by the HBCU/MI Council upon request.