

SPAWAR INSTRUCTION 5420.26

Subj: SPAWAR HEADQUARTERS BOARD OF DIRECTORS

Encl: (1) SPAWAR Headquarters Board of Directors (HBOD)
Charter

1. Purpose. The Space and Naval Warfare Systems Command (SPAWAR) Headquarters Board of Directors (HBOD) meetings provide a forum to brief executives on important issues and initiatives affecting Headquarters. The objective of the HBOD is to improve technical and business operations and to determine the best use of the Commander's reserve funds.

2. Guidelines. The HBOD has decision-making authority, unless otherwise directed by COMSPAWARSYSCOM. Examples of areas in which the HBOD makes decisions are: human resources policy, process changes, tools development, and expenditure of the Commander's reserve.

3. HBOD Membership

a. Voting members and their authorized alternates are shown below. An authorized alternate can only vote in the absence of the primary voting member.

<u>Primary</u>	<u>Alternate</u>
Code 00A (Co-Chair)	
Vice Commander (Co-Chair)	
BRM	Code 01
CIO	Code 08A
Code 04	Code 04A
Code 05	Code 05A
Code 06	Code 06A
PD 14A	PMW 146
PD 15	PD 15A
PD 16	PD 16A
PD 17	PD 17A
PD 18	PD 18A

b. Non-voting members: Code 00C, Code 00E, Code 02

SPAWARINST 5420.26
31 Jan 02

4. Policy. Enclosure (1) provides additional information on the operations of the HBOD. It may be amended by the HBOD as necessary.

/s/
KENNETH D. SLAGHT

Distribution:
SPAWAR List 4

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SPAWAR HEADQUARTERS BOARD OF DIRECTORS (HBOD) CHARTER

1. Purpose. The HBOD will provide a forum where SPAWAR Headquarters executives will receive briefings and hold discussions on important issues and initiatives at the Command. The purpose of the HBOD is to improve technical and business operations and determine the best use of the Commander's reserve.

2. Background. In January 1999, COMSPAWAR directed the establishment of the HBOD as a senior-level decision making group.

3. Scope. The HBOD will manage and make decisions regarding technical and business operations within SPAWAR Headquarters unless otherwise directed by COMSPAWAR. Examples of areas in which the HBOD makes decisions are: human resources policy, process changes, tools development, and expenditure of the Commander's reserve. A primary focus will be on achieving the objectives of the SPAWAR strategic plan.

4. Responsibilities. The responsibilities of the HBOD members are delineated below.

a. HBOD Co-Chairs. SPAWAR 00A and the Vice Commander are designated as Co-Chairs of the HBOD. Co-Chairs will only vote if necessary to break a tie by the voting members.

b. HBOD Members. The HBOD voting members and their authorized alternates, shown in parentheses, are: 00A, Vice Commander, BRM (Code 01), CIO (Code 08A), Code 04 (Code 04A), Code 05 (Code 05A), Code 06 (Code 06A), PD-14A (PMW 146), PD-15 (PD-15A), PD-16 (PD-16A), PD-17 (PD-17A), PD-18 (PD-18A). An alternate member may vote when the designated voting member is absent. Non-voting members are Code 00C, Code 00E, and Code 02.

c. Executive Secretary. The Executive Secretary will:

(1) Coordinate with the Co-Chairs to develop meeting agendas.

(2) Contact presenters.

(3) Produce meeting minutes.

(4) Notify members of meeting cancellations.

SPAWARINST 5420.26

31 Jan 02

5. Meetings. The HBOD will normally meet on a weekly basis. At least one Chairperson and a simple majority of six voting members must be present to conduct the meeting.

a. Voting. The HBOD Co-Chairs will decide on the issues requiring a vote. If a vote is taken, a simple majority of the voting membership present is required for the motion to carry. It is at the discretion of either Co-Chair to determine when an issue needs to be forwarded to COMSPAWAR for a decision.

b. Agenda. The meeting agenda will be disseminated by the Executive Secretary, normally with the approval of one of the HBOD Co-Chairs.

6. Implementation of Decisions. Decisions of the HBOD shall be implemented unless otherwise directed by COMSPAWAR.