

**Charter  
for  
Materiel Management Systems  
Users Group (MMSUG)**

**28 April 2003**

1. **SCOPE.** This charter defines the purpose, membership, responsibilities, and procedures for the Contractor Inventory Control Point (C-ICP) Users Group (UG). The UG will focus on Materiel Management System (MMS) functionality and software changes needed to support C-ICP requirements defined in the Reformed Supply Support Program (RSSP). See Attachment 1 for a listing of the MMSs used by member C-ICPs.

2. **PURPOSE.** The UG will provide a forum to accomplish the following:

a. Ensure that functional and/or software requirements are clearly defined and understood by the end user, MMS developer(s), and the sending/receiving government system OPRs (SBSS/ILS-S or other government systems).

b. Share ideas and expertise to develop premiere solutions to materiel management problems and needs.

c. Define funding strategy to pay for MMS changes and enhancements that will benefit multiple users.

d. Influence the prioritization and delivery of changes to commercial MMSs.

e. Define requirements for a Common MMS if one is developed.

f. Develop a process to coordinate/maintain any system changes.

g. Prioritize Data Exchange changes and enhancements.

3. **MEMBERSHIP.**

a. Chairpersons. USAF/ILGP and AFSPC/LG will serve as the chairpersons of the UG.

b. Recorder. USAF/ILGP will serve as the recorder for the UG.

c. Members. The following organizations will be permanent members of the UG: USAF/ILGP, AFSPC/LG, SAF/AQ, AFMC/LG/PK (gov't system OPRs), SSG, MSG (including Data Exchange), HQ DLA/DDC, SPO for each contractor program, contractor representative(s) for each ICP program, and company reps for each materiel management software developer. See Attachment 3 for specific members.

4. **ATTENDEES.** The chairpersons will invite other supporting attendees, sub-contractor(s), and other government agencies/offices to participate, as required.

5. **RESPONSIBILITIES.**

a. Chairpersons. The chairpersons, or designated alternate(s), will perform the following functions:

b. Establish and coordinate meeting dates, locations, and agendas with members and attendees.

(1) Present all member-requested issues/tasks to the group for discussion and prioritization.

(2) Review and approve any recommended action item.

(3) Assign action item OPR/OCR, suspense dates, and approve closure of action items.

(4) Coordinate and direct discussion during meetings, as required.

(5) Appoint representatives to advocate requirements to other organizations.

c. Recorder. The recorder will perform the following functions:

(1) Ensure key discussions, issues, decisions made, and action items raised during UG meetings are recorded in official minutes.

(2) Maintain an e-mail distribution group of UG members and attendees.

(3) Distribute meeting notifications, minutes, action items, and other information to members as requested by the chairperson.

d. Members. Members will perform the following functions:

(1) Ensure that representatives attend and support the UG meetings on a regular basis.

(2) Ensure that their respective organization's issues are brought to the UG's attention.

(3) Ensure that assigned action items are researched and closed in a timely manner.

6. **DURATION OF CHARTER**. This charter goes into effect the date it is signed. The charter is expected to be in effect until deemed no longer needed by the group, at which time the charter will be officially discontinued.

## 7. **PROCEDURES**.

a. Charter Changes. The terms of this charter and associated membership can be changed at any time to meet group needs. Changes will be coordinated/approved at UG meetings where practical.

b. Meetings. The Chairpersons will schedule quarterly UG meetings, or as needed to address changes generated by government policy or system changes. The UG will be most effective if required MMS changes are brought to its attention at the earliest possible opportunity. Proposed agenda items should be sent to the Chairpersons at least thirty days prior to the scheduled UG meeting. The Chairpersons will coordinate and publish the agenda ten days prior to the meeting, allowing all members to properly prepare and staff to ensure a productive meeting.

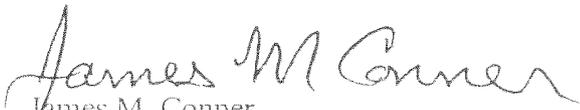
c. Minutes and Reviews. Minutes will be prepared by the recorder and signed by the Chairpersons. A draft will be sent to all UG members for review and comment to make sure the minutes are technically accurate. Corrections will be made and the final minutes will be

distributed. The goal is to have final, approved minutes to all attendees NLT 15 working days after the meeting.

8. APPROVAL. The undersigned approve this charter.



Debra R. Alexander  
Deputy Chief, Materiel Management & Policy Division  
Headquarters, United States Air Force



James M. Conner  
Special Assistant for Logistics to PEO/Space  
AF Space Command

**ATTACHMENT 1  
C-ICP MATERIAL MANAGEMENT SYSTEMS**

<b>WEAPON SYSTEM/PROGRAM</b>	<b>CONTRACTOR</b>	<b>MMS</b>	<b>MMS DEVELOPER</b>
C-130J	Lockheed	GOLD	Spirent Systems
C-17 (Globemaster)	Boeing	GOLD	Spirent Systems
E-8 (Joint STARS)	Northrop Grumman	GOLD	Spirent Systems
F-117 (Nighthawk)	Lockheed	Night Hawk	
F-119 (F22 Engine)	Pratt Whitney	GOLD	Spirent Systems
F-22 (Raptor)	Lockheed Martin	GOLD	Spirent Systems
RQ-1A B (Predator)	General Atomics – Aeronautical Systems Incorporated (ASI)	GOLD	Spirent Systems
RQ-4 (Global Hawk)	Northrop Grumman – Integrated Systems (NG-IS)	GOLD	Spirent Systems
RSIIA.	Lockheed	MAXIMO	MRO/Lockheed
SLRSC	ITT Systems	MAXIMO	MRO/ITT Systems
U-2 (Dragon Lady)	WR-ALC/LR	Automated Logistics Management System (ALMSS)	SAIC
SENSOR	ITT Systems	TRAX	ITT Systems
C130 AMP	Boeing	GOLD	Spirent Systems
C5 AMP RERP	Lockheed	GOLD	Spirent Systems
Satellite Control Network Contract (SCNC)	Honeywell	TBD	TBD
B2	Northrop-Grumman	GOLD	Spirent Systems