

**CHARTER**  
OF THE  
THE NAVAL AIR WARFARE CENTER TRAINING SYSTEMS DIVISION  
AND  
THE CENTRAL FLORIDA CHAPTER OF THE NATIONAL DEFENSE INDUSTRIAL  
ASSOCIATION  
INTEGRATED PROCESS TEAM

**PURPOSE:** The purpose of the Naval Air Warfare Center (NAWCTSD) / Central Florida Chapter of the National Defense Industrial Association (CFL-NDIA) Integrated Process Team (IPT) is to:

- a. remove unnecessary barriers to reasonable communication and to provide a forum, consistent with existing law and regulation, that promotes responsible and constructive exchanges between NAWCTSD and Industry.
- b. identify and resolve misconceptions about NAWCTSD flexibility regarding Government-vendor communications which hinder requirement transparency; seek common ground for consistency in the Government-vendor communications interface; and provide facts and strategies to help NAWCTSD acquisition professionals benefit from Industry's knowledge and insight.
- c. to establish the respective roles, expectations, and responsibilities for the cited organizations in the preparation for and conduct of periodic IPT meetings.

**BACKGROUND:** Over a period of several years NAWCTSD has sponsored a series of IPT meetings with industry to examine process issues. These sessions were typically held concurrently with the Training & Simulation Industry Symposium (TSIS) and the Interservice/Industry Training, Simulation and Education Conference (IITSEC). Despite the best intentions of all concerned, these sessions did not meet the needs of NAWCTSD nor of Industry. CFL-NDIA and NAWCTSD jointly concluded that formalizing the purpose and functioning of the IPT would help to achieve the goals originally envisioned.

- a. NAWCTSD is the Navy's source for a full range of innovative products and services that provide complete training solutions. This includes requirements analysis, design, development and full life cycle support. Of significance is NAWCTSD's ability to provide continuous learning across a wide variety of applications (aviation, surface, undersea, etc.).
- b. CFL-NDIA is a not-for-profit organization representing much of the defense industry in Central Florida (primarily Modeling and Simulation Training, Testing and Service support). As an ancillary responsibility within its charter, it provides an intermediary, non-attribution means for industry to interface with the Government (NAWCTSD) on issues of mutual concern.

**ROLES AND RESPONSIBILITIES:** The scope of this Charter is to address the fundamentals of a working relationship which meets the needs of both NAWCTSD and industry to improve the processes by which each interacts and to educate each on the needs and limitations of the other.

While this Charter does not establish any maximum or minimum number of IPT meetings it is the intent of the parties to meet at least semi-annually; preferably in September and March. The goal is to minimize or eliminate the number of IPT meetings held concurrently with TSIS or I/ITSEC with an aim to conduct them in the mid-point between these events as appropriate and required.

a. For each IPT meeting, CFL-NDIA will perform the following functions:

(1) Coordinate with industry members and other defense-related organizations on process issues of concern to the community. This is not a mini-TSIS or opportunity briefing to industry; as such, CFL-NDIA will clearly communicate this position to all parties in the development of the discussion issues. CFL-NDIA will review and eliminate any issues which do not address process or similar concerns.

(2) Develop issues approximately 60 days prior to a (tentatively) scheduled IPT meeting. CFL-NDIA will draft potential issues and staff them with its members and other defense-related organizations.

(3) Identify sufficient issues for discussion which will justify a minimum one-hour discussion between NAWCTSD and industry.

(4) Provide potential discussion issues to NAWCTSD not-less-than 30 days prior to the scheduled IPT meeting.

(5) In consort with NAWCTSD, establish a meeting time and location, draft and coordinate an agenda, and staff same with NAWCTSD. CFL-NDIA will publicize the time/location/agenda to its industry members and other defense-related organizations.

(6) CFL-NDIA will assign one primary and one secondary Point of Contact (POC) for coordinating and/or staffing the elements of this Charter. Each POC will provide his/her relevant contact information to the NAWCTSD POC(s). The CFL-NDIA Program Chair will ensure s/he maintains a listing of the appropriate POCs for both organizations; s/he will further ensure the responsibilities delineated above are addressed by a standing or interim POC throughout the duration of this Charter. In the absence of a POC, the Program Chair will assume the CFL-NDIA IPT coordination responsibilities and will keep the NAWCTSD POC informed of the current status.

b. For each IPT, NAWCTSD will perform the following functions:

(1) Provide issues of mutual concern to CFL-NDIA for consideration in its preparation for a scheduled IPT meeting. NAWCTSD should provide issues NLT 60 days prior to the IPT so they may be included in the staffing with industry/other defense-related organizations.

(2) Review the issues/agenda CFL-NDIA provides at the 30 day, pre-IPT meeting mark; concur/nonconcur within five business days of receipt. The intent is to agree on an agenda in time for NAWCTSD to staff and prepare for discussion of the issues at the IPT and allow CFL-NDIA to publicize the event/agenda.

(3) Provide any additional items for the agenda at the 30-day agenda review. NAWCTSD should propose non-opportunity information it believes is relevant to industry; typically, CFL-NDIA will limit discussion of these items to clarification. NAWCTSD will generally avoid injecting new process issues into the agenda at this juncture.

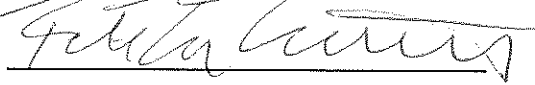
(4) NAWCTSD will assign one primary and one secondary POC for coordinating and/or staffing the elements of this Charter. Each NAWCTSD POC will provide his/her relevant contact information to the CFL-NDIA POC(s).

**EXECUTION**

- a. Effective Date: This document is effective immediately upon signature of both parties.
- b. Review: Both organizations shall review this document on an annual basis for modification or to confirm continuation. CFL-NDIA shall accept the administrative lead regarding maintenance/review of this document. Changes shall be made by agreement of both parties. Either party may terminate this document upon 30 days notice to the other.
- c. Interfaces with Other Agencies/Other Defense-related Organizations: Each organization will be responsible for industry-to-industry and Government-to-Government coordination, as applicable, to the issue(s) under discussion.
- d. Schedule and Milestones: The CFL-NDIA shall be responsible for initiating coordinating actions as set forth above; it will ensure adequate lead-time for each IPT such that the planned staffing and schedule will not impose an undue hardship on either organization.

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Management National Site Lead  
Naval Air Warfare Center  
Training Systems Division



Date

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AMY MOTKO  
President  
Central Florida Chapter  
National Defense Industrial Association



Date