

Contractor Assurance Working Group Charter

(Revision 1, August 14, 2007)

PURPOSE

The Contractor Assurance System (CAS) Working Group is a working committee whose intent is to facilitate the collaboration between the Energy Facility Contractors Group (EFCOG) and the U.S. Department of Energy (DOE) and the National Nuclear Security Administration (NNSA) to deploy performance-based contracting tools and systems that make the interface of federal oversight and contract administration with contractor management and performance more effective and efficient. The CAS Working Group will coordinate with other federal and contractor groups that are working on CAS, e.g., NNSA's Line Oversight and Contractor Assurance System (LOCAS) Integration Council and the National Laboratory Improvement Council (NLIC).

OBJECTIVES

- Promote, coordinate, and facilitate the active exchange of successful approaches to performance-based integrated management systems as well as lessons learned.
- Identify, analyze and produce for distribution through DOE and NNSA Headquarters important lessons learned that could accelerate the implementation of effective federal line oversight and contractor assurance systems.
- Develop LOCAS case studies for future workshops / training courses.

SCOPE

- The CAS Working Group will operate within the scope of EFCOG.
- The area to be addressed by the CAS Working Group is the use of performance-based contracting tools and systems to promote more effective and efficient interfaces of federal oversight and contract administration with contractor management and performance.
- The CAS Working Group will facilitate interaction with other governmental and non-governmental organizations regarding application of performance-based contracting and performance-based integrated management systems in the DOE complex.
- The CAS Working Group will communicate with other EFCOG and DOE/NNSA groups to avoid duplication of effort..
- The CAS Working Group will not lobby, advocate independent positions, or try to change DOE policy. However, performance-based contracting practices as applied to DOE missions may be discussed and suggestions for improvement made to the DOE.

ORGANIZATION

- A Management Steering Committee, chaired by the CAS Working Group Chair and consisting further of the Sponsoring Director, the DOE Sponsor, and at least one other person with substantial EFCOG leadership experience, will provide feedback and guidance on CAS Working Group direction and deliverables.
- The Chair of the CAS Working Group will initially be designated by the Sponsoring Director for a term of approximately one to two years.
- The Vice-chair and a Secretary will be elected by majority vote of the Working Group's membership, with the term of office normally being one year. The Vice-chair will normally succeed the Chair. The Secretary may be re-elected to the position from year to year. If for any reason the Chair position is vacated, and the Vice-Chair is unable to assume the duties as Chair, the Working Group's membership may elect an interim Chair by majority vote.
- The Chair and Vice-Chair will direct the overall activities of the CAS Working Group.
- Membership in the CAS Working Group is open to current EFCOG members and associate members, and one or more DOE sponsor representatives. Non-EFCOG member companies, providing services to the DOE, may designate participants (non-voting) who serve on the Working Group with the Chair's approval.
- The CAS Working Group will maintain a balance in membership, to the degree possible, with individuals representing the full spectrum of DOE management & operating contractor activities. Annually, membership of the Working Group will be reviewed by the Steering Committee to ensure appropriate representation is being maintained.

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- A roster shall be prepared and maintained to include each member and participant's name, organization, contact information, and member/participant status.
- The CAS Working Group Chair, in conjunction with the Group's DOE Sponsor, may identify DOE headquarters and field office points of contact.
- The CAS Working Group Chair may identify and establish liaison points of contact with external organizations (e.g., NIST, the Conference Board, ASQ, NCMA) to further the objectives of the Working Group.

PROCESS (including Deliverables, Duration, and Effectiveness)

- Original approval of the CAS Working Group Charter and changes to the charter require majority concurrence of the membership. The Steering Committee shall review the charter, and the Sponsoring Director is the final approval authority for the charter.
- The CAS Working Group will follow the EFCOG Charter, abide by the EFCOG Executive Council and Working Group Manual, and operate under the guidance of its Steering Committee.
- The CAS Working Group shall create and operate per an annual plan that focuses on producing tangible products or results and is pursued with project management-type discipline.
- CAS Working Group meetings will be held as determined necessary by the CAS Working Group Chair.
- The CAS Working Group may hold workshops, seminars or other meetings to execute their stated objectives. Reimbursement for costs associated with the above shall be in accordance with approved EFCOG guidelines.
- The CAS Working Group Chair will annually report to the EFCOG Board of Directors on the group's achievements and cost savings or other benefits for members resulting from sharing information or participating in DOE's order implementation or performance-based contracting studies. The Board of Directors will determine whether the group should continue, disband, or be reconstituted.
- The CAS Working Group Chair is designated as the single point of contact for official EFCOG CAS Working Group communications.