

JUL 12 2017 KD

**STAFF SUMMARY SHEET**

TO	ACTION	SIGNATURE, GRADE AND DATE	TO	ACTION	SIGNATURE, GRADE AND DATE
C	Coord	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <i>MB 12 Jul 2017</i>			<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur
DO	Coord	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <i>Donald Smith 12 July 17</i>			<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur
DC	Coord	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <i>B</i>			<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur
DD	<del>Coord</del> S 190 Coord	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <i>John 7/14</i>			<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur
D	Sig	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-concur <i>MB</i>			<input type="checkbox"/> Concur <input type="checkbox"/> Non-concur

ACTION OFFICER (Name and Grade) Brenda Minnema	OFC SYMBOL CC	PHONE 614-692-4655	TRACKING #	SUSPENSE DATE Jul 26 17
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SUBJECT DLA Land and Maritime Culture Council Charter	DATE Jul 12 17
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**SUMMARY**  
Tab 1 reflects the proposed DLA Land and Maritime Culture Council Charter.

1) RECOMMENDATION. Commander review and concur or non-concur above on the Staff Summary Sheet and provide signature at Tab 1.

  
**MICHAEL B. TANNEHILL**  
 Colonel, USAF  
 Director, People and Culture Directorate  
 614-692-3575

1 TAB  
1) Culture Council Charter

# DEFENSE LOGISTICS AGENCY



## LAND AND MARITIME CULTURE COUNCIL CHARTER

**DLA LAND AND MARITIME  
CULTURE COUNCIL CHARTER**

**ARTICLES**

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## **ARTICLE I**

### **MISSION, VISION, AND RESPONSIBILITIES**

#### **MISSION**

Our mission is to address workforce perceptions and recommend actionable solutions that promote understanding, credibility, teamwork, integrity, diversity, respect, and accountability among associates and management, both personally and professionally. See Enclosure 1.

#### **VISION**

The Culture Council will be an action oriented progressive team that continuously makes positive impacts by fostering an environment where employees are valued, resilient, and high performing.

The DLA Strategic Plan from 2015-2022, Goal 2, People and Culture Objectives:

1. Foster an environment and organizational culture where DLA employees are valued and high-performing.
2. Fortify workforce resiliency.
3. Strengthen workforce competencies.
4. Refresh the hiring process with improved candidate assessments.
5. Bolster leader competencies to effectively lead in a rapidly changing work environment.
6. Develop and implement a framework for effective succession management for key positions.

#### **RESPONSIBILITIES**

The Culture Council provides organizational structure and process consistency that is recognized throughout the Defense Logistics Agency (DLA) Land and Maritime Community. The council serves as the DLA Land and Maritime Commander's primary instrument for cultural transformation and continuous process improvement activities. The council will be a conduit for all associates to quickly communicate ideas, problems, and opportunities that impact the core values and beliefs of the DLA Land and Maritime Culture, with the intent that feedback/action is timely and effective.

Specifically, responsibilities are to:

- Take the pulse of the workforce through a variety of communication tools.
- Assess the gap between expectations and reality with regards to the workplace culture.
- Identify key issues that affect the overall morale of associates and recommend possible solutions.
- Identify and lead specific cultural transformation and continuous process improvement activities.
- Track initiatives through completion and assess the impact to the organization.
- Establish goals and objectives for each year for above responsibilities and annually assess progress.

## **ARTICLE II MEMBERSHIP**

### **MEMBERSHIP**

The Culture Council will consist of up to two voting members from each of the DLA Land and Maritime organizational culture groups, and non-voting members from Advisory organizations as listed:

#### **Voting:**

BA (Business Process Support)  
BP (Procurement Process Support)  
C (People and Culture Directorate)  
D (Command)  
FL (Land Supplier Operations)  
FM (Maritime Supplier Operations)  
HM\* (Maritime Pearl Harbor)  
KM\* (DLA Maritime Portsmouth)  
NM\* (DLA Maritime Norfolk)  
PM\* (DLA Maritime Puget Sound)  
QL (DLA Land Customer Operations)  
QM (DLA Maritime Customer Operations)  
T (DLA Product Testing Center)  
V (DLA Engineering & Technical Support)  
Z (Strategic Acquisitions Program Directorate)  
ZG\* (DLA Land Warren)  
ZI\* (DLA Maritime Mechanicsburg)  
ZL\* (DLA Land Aberdeen)  
(\*detachments)

#### **Non-Voting:**

AFGE/IFPTE  
EAP/FAP  
Equal Employment Office (EEO)  
Human Resources – Columbus  
Installation Support  
J-6 Information Operations – Columbus  
J-8 Finance – Columbus  
Office of Counsel (Legal)  
Public Affairs Office  
DLA Training Center (DTC)

Each directorate will appoint up to two representatives, herein referenced as "members", who actively participate in their Directorate culture teams. Members-at-Large at the sub-council level may actively participate and hold position on the Culture Council.

Active participation on the Culture Council is required for at least one calendar year, starting with the first Culture Council meeting at the beginning of the month of their elected term.

Only voting members will have voting privileges, excluding the Chair and Vice Chair of the Culture Council. Members will retain voting rights in accordance with Article IV.

Members from DLA Land and Maritime detachments may participate in Culture Council meetings via conference calls. Detachments should participate in Council programs to the greatest extent practical.

A member of the council may not exceed five consecutive years as a voting member. When the primary member for the directorate leaves the council, the secondary member will become the primary member and the directorate will then appoint a new secondary member.

If a representative is not able to complete his/her term, the home organization will select another associate to complete the term. If and when a directorate appointed member leaves the council, another member from that directorate will be appointed so there will be at least one member available to represent each Directorate.

If office symbols change or organizations become reorganized, Article II will be amended to include or remove Directorates, as they become known to the Culture Council.

Members-at-Large: The Culture Council considers all associates of DLA Land and Maritime as members at large. Specifically, Sub-Culture Council Chair and Vice Chair will be members at large. Immediate past officers will continue as members-at-large.

Members are expected to fulfill their responsibilities as follows:

- Read minutes and come to meetings prepared to report on or discuss agenda topics.
- Notify chair if unable to attend and offer input/feedback for agenda topics.
- Actively seek input from constituents.
- Serve as a positive role model for the ideals of the Culture Council.
- Elevate issues and concerns to the Executive Committee as needed.
- Complete assigned action items by established goal/due date.
- Proactive and innovative problem solving.
- Engage leaders and demanding customers.

A Culture Council member may resign by submitting the resignation in writing to his/her director with a copy to the Culture Council Chair, Vice-Chair, and Champions.

## ARTICLE III OFFICERS

The Officers of the Culture Council shall consist of Chair, Vice Chair, and Scribe.

The DLA Land and Maritime Commander designates the Executive Champion(s). The Chair and Scribe will be elected to office in April by voting members as designated in Article II. The Chair and Scribe serve for terms of one year, beginning on at the first meeting of the Council of their term, and may be re-elected for one successive term. The Vice Chair will be appointed by the Executive Champion(s). The term of the Vice Chair position shall crossover the term of the Chair and Scribe to provide continuity of the Denison Survey cycle, starting and ending with the Denison survey period.

**The Executive Champion(s)** are the Culture Council Champion(s) from the People and Culture Directorate's Culture Division. The responsibilities of the Executive Champion(s) are to ensure the council operates in accordance with Article I and to facilitate necessary interaction between the Council and DLA Land and Maritime executive leadership. The Executive Champion(s) will ensure that all organizations identified in Article II have appropriate representation.

**The Chair** is responsible for working with the Executive Champion(s) to ensure the council is operating in accordance to Article I. The Chair will prepare and distribute the meeting Agenda, preside over council meetings, and approve/disseminate council minutes as prepared by the Scribe. The Chair may also appoint Council members to serve other roles as needed. The Chair will accompany (when possible) the Executive Champion(s) at meetings with DLA Land and Maritime Command or senior executives. The Chair will assign action items and corresponding due dates to councils and/or members.

**The Vice Chair** will substitute for the Chair at council meetings. The Vice Chair will maintain an accurate listing of current Council members. The Vice Chair will also serve as the Financial Officer and approve any requests for funds before they are submitted to the Executive Support Office or any other source, should there be any. The Vice Chair will assume the responsibilities of the Chair if that Office is vacated before end of term. The Vice Chair will monitor the completion of council action items and follow up with assignee as necessary to ensure prompt completion.

**The Scribe** will document all meeting minutes and provide them to the Chair and Vice Chair for approval/dissemination after each meeting. The Scribe will also maintain the Action Item Log, receiving the new action items from the Chair, and providing delinquent or imminently delinquent action items to Vice Chair for follow-up.

An Officer's participation in the Culture Council will be considered collateral duty in addition to their core mission responsibilities with supervisory approval.

Any Officer may resign at any time. The resignation must be made in writing and hand delivered to the Executive Champion(s). Unless a resignation date is indicated, the resignation will not become effective until back-fill replacement is found.

## **ARTICLE IV MEETINGS AND COMMUNICATIONS**

The general authority controlling the DLA Land and Maritime Culture Council Meetings shall be the Culture Council Charter. The Chair or presiding official shall be responsible for maintaining order and decorum at all times. The Chair or presiding official shall be responsible for ensuring that council business is transacted fairly and judiciously.

The Agenda and notice of the meeting will be provided by Chair/Vice Chair/Scribe usually about one week prior to the meeting. The meeting date and time will be printed on the agenda and will be sent out electronically to the council members. Meeting frequency is generally on monthly basis. The Officers may call special meetings. Any two council members can also request a meeting through an oral or written request to any Officer. Council members shall be notified three (3) days in advance of any Special Meetings. Attendance will be noted in the minutes.

Voting can occur during any meeting where there is a quorum: One Officer and 1/3 of the council members shall constitute a quorum. Each active voting member shall be entitled to one vote on any matters presented to the council-members for vote. [Note: "active" means 'directorate member' has been coming to 75% of the meetings and is familiar with the issue being presented for vote]. Members are permitted to vote by proxy or absentee ballot on any matter presented to the council members for vote. Members may also forward comments to the Officers be presented to the Council prior to a vote. In the event of a tie-vote, the Vice Chair will cast the vote to break the tie.

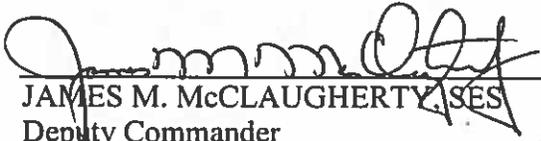
**ARTICLE V  
CHARTER REVIEW, CONTINUANCE OF COUNCIL**

The Culture Council, Culture Council Champion(s), and Command will review this Charter on a yearly basis to evaluate its effectiveness and incorporate any changes or improvements deemed necessary. The Culture Council will continue to function unless modification or dissolution is required at the written explanation and direction of Command.

Approved by:



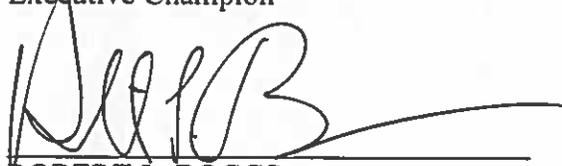
M. C. SKUBIC  
RDML, SC, USN  
Commander



JAMES M. McCLAUGHERTY, SES  
Deputy Commander



MICHAEL B. TANNEHILL  
Colonel, USAF  
Executive Champion



ROBERT L. BOGGS  
Executive Champion

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OLIVER JONES, III  
Culture Council Chair

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BRENDA C. MINNEMA  
Culture Council Vice-Chair

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JEFFERY S. YOUNG  
Culture Council Scribe

**Enclosure 1:**  
**[DLA Land and Maritime Way - Strategic Focus.pptx](#)**

**Enclosure 2:**  
**[DLA Land and Maritime Culture Survey Process.docx](#)**