



DEFENSE INTELLIGENCE AGENCY
WASHINGTON, DC 20340-5100

SITE ISP Charter
29 October 2009
OPR: DS-DSE

SOLUTIONS FOR THE INFORMATION TECHNOLOGY ENTERPRISE (SITE) INTELLIGENCE SUPPORT PANEL (ISP) CHARTER

1. PURPOSE

Solutions for the Information Technology Enterprise (SITE) is a set of contracts that provide Information Technology (IT) services to the Defense Intelligence Agency (DIA), the Military Services and other members of the Command, Control, Communications, Computers and Intelligence Surveillance and Reconnaissance (C4ISR) community.

The SITE Program Charter, signed by the DIA Deputy Director for Information Management and Chief Information Officer, establishes the SITE Program Management Office (PMO) and tasks the Program Manager (PM) to establish an inter-agency/inter-service panel of government personnel to provide liaison and coordination of SITE program requirements with the users of the SITE contracts. This panel will be known as the Intelligence Support Panel (ISP).

2. SCOPE

The Intelligence Support Panel (ISP) is composed of one representative from each of the Agencies and Services that use the SITE contracts. This representative will be designated in writing by the Chief Information Officer or other Senior Executive of that Agency/Service and will be authorized to represent that organization in defining requirements to the SITE PMO. Agencies that choose to use the SITE contracts without providing a representative to the ISP may be represented by an “at large” representative appointed by the ISP Chair.

3. GOALS

The ISP is established to ensure that the SITE contracts meet the IT service needs required to support IT systems throughout the community. Through the ISP, the SITE PMO will draw upon the best practices available within each Agency/Service to create a unified program to achieve mutual IT goals. The ISP will advise the SITE PMO on the development, review, and modifications of program materials, processes, procedures and guidelines. ISP Representatives (ISPR) will ensure awareness of the SITE program scope throughout their Agency/Service and will facilitate the use of the SITE contracts as appropriate. The SITE PMO will work with the ISPR to establish and track the allocation of contract ceiling, monitor and review contract and task order performance, oversee the Quality Assurance Program (QAP) and advise on the establishment and refinement of SITE training materials for customers using SITE.

4. APPLICABILITY

4.1 The SITE ISP Charter applies to the SITE PMO and the customers involved with the SITE acquisition program.

4.2 The stakeholders for SITE include:

- Defense Intelligence Agency (DIA)
- Military Services
- Joint Reserve Intelligence Program (JRIP)
- Combatant Commands (COCOMs)
- Other Defense Agencies
- Non-DoD Departments/Agencies with intelligence missions which use DoD intelligence information systems.

5. ISP CHAIR ROLE AND RESPONSIBILITIES

The SITE Program Manager will appoint the Chair of the ISP. The ISP Chair will:

- 5.1** Schedule and chair quarterly meetings with ISPR.
- 5.2** Develop a coordinated agenda and detailed minutes for all meetings and conferences of the ISP.
- 5.3** Serve as the primary liaison between the SITE PMO, the Procuring Contracting Officer (PCO) and the ISPRs

- 5.4 Lead the panel in providing consistent, regular information to Decentralized Contracting Officers (DCO), Contracting Officer Representatives (COR) and end users.
- 5.5 Coordinate ISP participation in SITE program management reviews and other elements of the Quality Assurance Program (QAP) for the SITE contracts
- 5.6 Ensure that Agency/Service requirements, opinions and recommendations are thoroughly staffed and clearly communicated to the members and the SITE PMO.
- 5.7 Report SITE PMO or PCO decisions on scope determinations or contract modifications to panel members as soon as possible after the determinations are made. Raise any unresolved issues to the CIO level as necessary.
- 5.8 Provide semi-annual SITE status briefings to the Intelligence Component CIO's of each agency or service.
- 5.9 Develop an Annual SITE Visit and Surveillance Action Plan; coordinate with the ISPR.
- 5.10 Develop a joint annual SITE Visit and Surveillance Assistance Travel Plan with the ISP. This plan will be used to forecast and plan PMO travel and site visits that will be funded by the Agency/Service. Travel plans must be completed in enough time to secure funding. Changes must be coordinated with the SITE PMO and ISP Chair.

6. ISP ROLES AND RESPONSIBILITIES

- 6.1 Assist the SITE PMO by defining Agency/Service needs for SITE contract services.
- 6.2 Provide Agency/Service review of the SITE Ordering Guide and other materials created for distribution to users.
- 6.3 Assist in the planning and approving of agendas for customer/user conferences and training events. Assist the PMO in advertising, conducting and reporting of these events.
- 6.4 Serve as senior technical advisor to the Agency/service DCO for SITE
- 6.5 Conduct technical reviews of task orders and vendor solutions to ensure that they remain within the scope of the SITE contracts. Provide recommendations to the DCO/PCO regarding resolution of controversial scope determinations.
- 6.6 Participate in Program Management Reviews (PMR) with SITE vendors as scheduled by the SITE PM

- 6.7 Provide recommendations to the SITE PM that will improve efficiency or effectiveness in the management of this program.
- 6.8 Provide technical guidance to Agency/Service personnel in developing Task Order (TO) documentation, e.g. Performance Work Statements (PWS), Independent Government Cost Estimates (IGCE), Quality Assurance Surveillance Plans (QASP) and Evaluation Criteria.
- 6.9 Provide Agency/Service representation to assist with compliance oversight in accordance with the SITE Quality Assurance Program (QAP).
- 6.10 Conduct Agency/Service specific Program Management Review (PMR) as needed/required.
- 6.11 Ensure Performance Assessment Reporting (PAR), annual Contractor Performance Assessment Reporting (CPAR), or applicable contractor performance reports are filed in accordance with DoD and Agency/Service specific policy.
- 6.12 Coordinate Technical Evaluation of Agency/Service pre-award Task Order Packages as required.
- 6.13 Maintain Agency/Service specific COR master list and ensure COR designation letters and training are current and in compliance with applicable policies of the DCO.
- 6.14 Coordinate with Agency/Service specific Delegated Ordering Office/CPO as needed to ensure successful contract actions and quality assurance and surveillance.
- 6.15 Develop an Annual SITE Visit and Surveillance Action Plan, provide a copy of the plan to the SITE Program Manager thirty days prior to the plan's commencement and when updated.
- 6.16 Develop a joint annual SITE Visit and Surveillance Assistance Travel Plan with the SITE PMO. This plan will be used to forecast and plan PMO travel and site visits that will be funded by the Agency/Service. Travel Plans must be completed in enough time to secure funding. Changes must be coordinated with the SITE PMO.

7. PROCEDURES

- 7.1 ISP meetings will be held at least quarterly, or as deemed necessary by the ISP Chair.
- 7.2 ISP attendance will include the SITE PMO, the SITE PCO and Agency/Service ISPR or their delegates. Others may attend with the approval of the ISP Chair.

- 7.3 ISPRs will submit agenda items and supporting materials to the Chair ten working days prior to the meeting.
- 7.4 The ISP Chair will finalize the agenda and distribute read ahead materials five working days prior to the meeting.
- 7.5 The ISP Chair will provide minutes of each meeting within ten working days following the meeting.

8. EFFECTIVE DATE

The SITE ISP Charter will be effective upon signature by the DIA Deputy Director for Information Management & Chief Information Officer.

9. REVIEW AND TERMINATION

The SITE ISP Charter is to be reviewed at least annually and amended as needed.

APPROVAL

SIGNED

DONALD E. ADCOCK
SITE Program Manager
Office for Enterprise Operations
Directorate for Information Management
and Chief Information Officer

CONCUR

SIGNED

GRANT M. SCHNEIDER
Deputy Director for
Information Management
and Chief Information Officer