

The U. S. Coast Guard-Eighth District, U.S. Army Corps of Engineers
and The American Waterways Operators
Mid-America Regions Quality Steering Committee Charter

The U. S. Coast Guard-Eighth District (Coast Guard)-The U.S. Army Corps of Engineers (Corps)-The Americans Waterways Operators (AWO) Regional Quality Steering Committee (RQSC) will serve as the focal point of the Eighth District Coast Guard-Mississippi Valley Division (MVD) and Great Lakes and Ohio River Division (LRD)-AWO safety and security partnership, providing the regional leadership necessary to ensure that the partnership is implemented successfully. The RQSC will:

- 1. Provide coordination and support to the Coast Guard-Corps-AWO safety and security partnership, at the regional level.** Ensure that specific actions taken under the auspices of the partnership are consistent with the objectives and processes laid out by the National Quality Steering Committee (QSC).
- 2. Promote the partnership at the regional level of the Coast Guard, Corps and AWO organizational structures.** Foster the high-level organizational commitment and attention to working level detail needed to ensure successful implementation of the partnership; and,
- 3. Serve as a forum for regional Coast Guard-Corps-industry dialogue.**

Functions

The specific functions of the RQSC, as laid out in the July 1995 Coast Guard-AWO Quality Action Team (QAT) report, are as follows. At its discretion, the RQSC may also elect to delegate day-to-day responsibility in any of these functional areas to appropriate Coast Guard/Corps/AWO staff while preserving its own oversight role and responsibility in these areas:

- 1. Review proposed “opportunities for improvement” (OFIs) and identify those issues warranting the establishment of local subject-specific QATs.** At least two times a year, the RQSC should review proposed OFIs submitted by Coast Guard, Corps and industry representatives and identify those issues warranting cooperative Coast Guard-Corps-AWO attention in the near term. In addition to reviewing OFIs submitted from other Coast Guard, Corps or industry sources, members of the RQSC are free to propose their own suggested OFIs for consideration by the committee. The RQSC should consider and agree upon the mechanism by which proposed OFIs will be assembled and

presented to the committee for consideration, including follow-up communication to the generators of such ideas.

2. **Review the results of regional subject-specific QAT work for completeness, “implement ability,” and the implications for other regional Coast Guard-Corps-AWO activities.** The RQSC should ensure that the work of regional subject-specific QATs reflects appropriate adherence to guidance provided by the National QSC. The RQSC should also consider the implications and applicability of QAT work products to other regional and local Coast Guard/AWO activities.
3. **Communicate, disseminate, and oversee the implementation of appropriate QAT recommendations.** The RQSC should ensure that once validated, the results of subject-specific QAT work are communicated to the appropriate Coast Guard, Corps and/or industry target audiences and receive appropriate attention from those responsible for implementing QAT-recommended solutions and process improvements. While the nature of some QAT recommendations may be such that the RQSC cannot by itself ensure their implementation, selection of RQSC members from the leadership ranks of the Coast Guard, Corps and industry should facilitate the implementation of QAT-recommended improvements.
4. **Monitor the implementation of QAT-recommended improvements and oversee the regional and local measurement of quality results.** After the recommendations from a subject-specific QAT have been reviewed and endorsed by the RQSC, normally the QAT will retain initial responsibility for measuring and validating its proposed improvement, unless otherwise directed by the RQSC. A broader-based measurement process may also be important in determining whether QAT recommendations have in fact been successful in producing the desired results. While the means by which improvements are measured and the time interval necessary before a reliable measurement can be obtained may vary with the nature of the recommendation involved, the RQSC should establish a mechanism to ensure the necessary tracking and measurement of QAT results.
5. **Suggest a mechanism for reporting on and recognizing outstanding QAT results.** Publicizing the success of the Coast Guard-Corps-AWO partnership and recognizing outstanding contributors to the process will be important in creating a non-threatening positive climate which encourages Coast Guard and industry participation in the process. The RQSC should record QAT activities and results at the regional level for submittal to the National QSC activities and possible recognition of outstanding initiative. All completed QAT reports will be posted on the AWO Web site.
6. **Conduct an annual assessment of the success of the partnership and make recommendations to the National QSC for improving the Mid-America RQSC.** The assessment and recommendations will be completed in the spring of each year and forwarded to the QSC in August.

Consistent with the objectives of the September 1995 memorandum of agreement, the RQSC should consider the procedures and method of operation which will best enable the committee to carry out its responsibilities as defined above.

1. **Meeting Frequency:** The RQSC will meet two to three times per year.
2. **Staff Support:** The RQSC should identify a RQSC coordinator within the Coast Guard, the Corps and the AWO who will interface with the National QSC. The QSC should consider and agree upon the nature of support needed in each of these functional areas and ensure that these staffing needs can be accommodated within the existing Coast Guard, Corps and AWO staff structures.

Membership

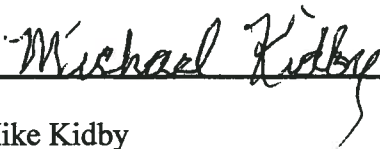
Coast Guard participants on the RQSC will be designated by the Eighth District Chief of the Prevention Division and Chief of the Western Rivers Division, as designated by the Eight Coast Guard District Chief of Staff. Corps participants will be designated by Chief, Operations. Industry participants will be designated by the AWO. Teams will be comprised of a minimum of two but not exceeding five members. Membership on the RQSC may be rotated at an interval mutually acceptable to Coast Guard, Corps and AWO participants.

Chairmanship

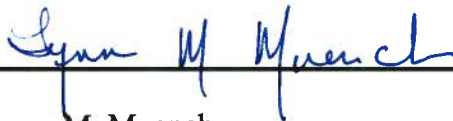
The RQSC will be co-chaired by one of the Eighth Coast Guard District Division Chiefs; U.S. Army Corps of Engineers Chief, Operations; and, the Vice President of the American Waterways Operators, Midcontinent Office or Southern Region.



CAPT Tom Hooper
Eighth U.S. Coast Guard District
January 28, 2010



Mike Kidby
U.S. Army Corps of Engineers
January 28, 2010



Lynn M. Muench
American Waterways Operators
January 28, 2010