

NPS NAVAL RESEARCH PROGRAM CHARTER

19 March 2019

Ref: (a) OPNAVINST 5450.210E 10 August 2018

1. Overview. This charter establishes the Naval Postgraduate School (NPS), Naval (US Navy and US Marine Corps) Research Program (NRP) to promote NPS engagement in the cooperative research necessary to meet the needs of the students, faculty, and the Department of the Navy (DON). The term NPS encompasses the NPS Faculty and Students. The term NRP includes the budgetary Program of Record that supports it, which is officially titled “NPS Faculty and Student Research, Studies, and Analysis program.” Reference (a) states, an active academic research program is vital to the quality of education provided to students, the attraction and retention of exceptional faculty members, and the provision of real-time, directly relevant deliverables to government sponsors. The NPS NRP provides a repeatable, objective, and transparent government process to leverage NPS for proposed naval-relevant research. In turn, the NPS NRP provides opportunities for operationally relevant research for faculty and students to improve their understanding of the naval problem set. The NPS NRP is a process executed aboard NPS that is complementary to naval research Broad Area Announcements with a focus on establishing relationships and generating new knowledge through research and studies performed at the school that are relevant to the Navy and Marine Corps. To the extent that NPS NRP projects contribute to the Navy's overall analytics portfolio, NPS will ensure that planning for, execution of, and reporting on NPS NRP projects will be coordinated with the Navy Analytic Office (NAO/N09X) OPNAV Staff.

a. Mission. The NPS NRP mission is to: Build knowledge throughout the Naval Enterprise providing operationally relevant research experiences to NPS faculty members; Providing operationally relevant thesis opportunities to NPS students; and Providing useful results from research projects and studies to topic sponsors across the Naval enterprise and in coordination with NAO.

(1) Overarching Program Elements. The NPS NRP will fund the following three overarching program elements: 1) NPS faculty development and support projects, 2) Navy Analytic Council prioritized research projects and studies identified annually through the procedures described here, and 3) Necessary program management costs.

b. Organization. The organization consists of NAO, NPS Naval Research Program Office (NPS NRPO), Topics Review Board, NRP Working Group, and the research and study projects supported by the program.

(1) OPNAV Navy Analytic Office (NAO/N09X). The Director, Navy Analytic Office is a direct report to the Vice Chief of Naval Operations tasked with the management, integration, coordination, transparency, and dissemination of the Navy's Analytic efforts. As a contributory piece of the analytic agenda, the NPS Dean of Research will coordinate with the Navy Analytic Office, reporting to the Director, NAO for execution of the NRP and coordination with the other

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analytic contributors. The Navy Analytic office, through the support of OPNAV's N803 will also act as the NRP Resource Sponsor. The NAO will coordinate NRP interactions with the Navy Analytic Council to prevent redundant analysis, increase awareness of NRP products, and provide feedback from senior leadership on the NRP.

(2) NPS Naval Research Program Office (NPS NRP Office). The NPS NRP Office manages, organizes, and executes the NPS NRP process including hosting the Naval Research Working Group (NRWG), coordinating the Topics Review Board (TRB), monitoring research execution efforts, and other NPS NRP processes and events under the direction of the Dean of Research (DOR), NPS. NPS NRPO will consist of at a minimum - a Program Manager (PM), a Deputy PM, an Operations Manager, Integration Lead, Financial Analyst and an Information Technology and Student Component Manager. As these functions represent direct and additional requirements of the program, funds will be made available for NRPO support from the Program budget; activities of NRPO will be tracked and reported separately within the Program.

(3) Topics Review Board (TRB). The TRB is defined here to include both the Navy and Marine Corps headquarters organizations. The TRB will serve as the joint executive board for NRP operations should programmatic questions arise not covered in this charter. Voting members of the TRB shall be referred to as topic sponsor leads.

(a) The Navy portion of the TRB is the entity tasked with prioritization and approval of research requirements from among the Navy organizations represented on the Board. The voting members shall include representatives from: ASN (RDA), OPNAV (N1, N2/N6, N4, N3/N5, N8, and N9) and Fleet Forces Command. Director of NAO will act as a co-chair.

(b) The Marine Corps portion of the TRB is the entity tasked with prioritization and approval of research requirements from among the USMC organizations represented on the Board. The voting members shall include representatives from: HQMC (AVN, CD&I/MCCDC, DCI, I&L, M&RA, PP&O and P&R) and MARCORSSYSCOM. Commanding General Marine Corps Education Command (EDCOM) will act as a co-chair.

(c) These organizations will represent Navy/Marine Corps Topic Sponsors for projects undertaken within the NPS NRP and integrate them within the broader analytic agenda of the Navy and Marine Corps. They will review, validate, prioritize, and recommend assignment of NPS NRP resources to research projects. The TRB will designate NPS NRP research projects with a status of **Requirement, Tabled, or Cancelled**.

(4) Naval Research Working Group (NRWG). The Topic Sponsors will send representatives to participate in the annual NRWG. This is the primary venue for Navy and Marine Corps representatives to highlight research topics for NPS. Organizations will highly encourage subordinate organizations to participate in NRWG.

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2. Execution.

a. Tasks.

- (1) DIRECTOR, NAVY ANALYTIC OFFICE.
 - (a) Co-chair the TRB.
 - (b) Provide consolidated research priorities in concert with the Navy Analytical Council.
 - (c) Provide oversight of NRP processes.
- (2) CG, MARINE CORPS EDUCATION COMMAND
 - (a) Co-chair the TRB.
 - (b) Provide consolidated research priorities in concert with the Marine Corps Combat Development Command (MCCDC).
 - (c) Provide oversight of NRP processes.
- (3) NPS DEAN OF RESEARCH (DOR) will:
 - (a) Maintain oversight and management of NPS NRP resourcing and program execution.
 - (b) Publish TRB Convening Order.
- (4) NPS NRP Office, under the cognizance of the DOR will:
 - (a) Maintain a listing of all the Topic Sponsor Leads.
 - (b) Coordinate drafting and release of NRWG and TRB messages announcing execution dates and times NLT 90 days prior to event.
 - (c) Provide formatted templates for Topic Sponsor submissions of research challenges to the participating organizations NLT 60 days prior to the NRWG.
 - (d) Publish annual Initial Research Estimate Form (IREF) template to include the Research Subject, Abstract, Metrics, Points of Contact and initial budget estimate to be used by NPS faculty members.
 - (e) Coordinate meeting locations aboard NPS for NRWG Topic Sponsors.
 - (f) Invite all appropriate NPS faculty, staff and students to participate in the NRWG.
 - (g) Plan, coordinate, and execute all NRWG-related events.

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(h) Oversee, review, and forward IREFs from NPS faculty members back to the topic sponsor leads for review and prioritization.

(i) Coordinate and host TRB NLT 90 days after the NRWG.

(j) Manage resource allocation to the NPS projects designated as naval research requirements by the TRB and coordinated with the Navy Analytic Office from resourcing provided to NPS NRP in coordination with the NPS Comptroller.

(k) Publish NRP Annual Report prior to next NRWG.

(5) TOPIC SPONSORS shall:

(a) Affiliate with a topic sponsor lead (annually) prior to execution of the NRWG through appropriate correspondence with the NPS NRPO.

(b) Submit individual research topics annually via the NPS NRP topics portal; topics should be consistent with the individual organization's priorities as derived from senior level guidance.

(c) NLT 15 working days prior to NRWG, identify a NRWG topic sponsor representative for each submitted topic and provide contact(s) to NPS NRPO.

(d) Ensure the appropriate topic sponsor representatives from their respective organizations can adequately articulate the research challenges, make decisions for the topic sponsor, and lead breakout discussions as needed.

(e) Arrange for the necessary travel funding for their topic sponsor representative(s) to participate in NRWG.

(f) Provide after action input to the NPS NRP to improve the NRWG process.

(6) TOPIC SPONSOR LEADS shall:

(a) Ensure that topic sponsors within their organization utilize Doctrine, Organization, Training, Material, Leadership, Personnel, Facilities, and Cost (DOTMLPF-C) construct when scoping research, thesis, or CAPSTONE projects.

(b) Nominate yourself or (preferably) an O-6/GS-15(or equivalent) to represent their organization at the TRB by coordinating with the NPS NRP Office. The TRB Representatives should be a senior member of the organization and knowledgeable of the NPS NRP process and NAO established business rules but he or she does not necessarily need to have been present at the NRWG.

(c) Validate consolidated research priorities from the Navy Analytical Council to ensure that sponsored topics utilize Navy Strategy Plan, CNO's Planning Guidance, CMC's Planning Guidance, Navy / Marine Corps Science and Technology Objectives, Chairman Joint Chief of Staff Planning Guidance, Department of Defense, Strategic Guidance, or the ONR

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Science and Technology Campaign Plan, NAO Guidance, or other framing documents/guidance in order to scope the proposed research, theses, or CAPSTONE projects.

(d) Manage your organizations research, thesis, or CAPSTONE projects that result from the NRWG process.

(e) Track and measure the effectiveness of particular research projects or research/thesis teams.

(f) Provide board recommendations and the content of the TRB report to their respective topic sponsor(s).

(7) NAO/N09X, with the support from the designated Resource Sponsor, will:

(a) Coordinate the release of NRWG and TRB messages announcing execution dates and times NLT 90 days prior to the convening dates, with the appropriate OPNAV staff.

(b) Coordinate TRB meeting location within the National Capital Region.

(c) Coordinate routing for the TRB report to the OPNAV R3B, as necessary.

(8) Budget Submitting Office (BSO) will:

(a) Manage those fiduciary duties related to executing NPS Faculty and Student Research, Studies, and Analysis Program, in support of the NAO and NPS NRP.

(b) Ensure any proposed marks against the program are coordinated with the NAO, Designated Resource Sponsor, NPS NRP Office, and NPS Comptroller.

(9) CG, MARINE CORPS EDUCATION COMMAND will:

(a) Execute the duties of Executive Agent for Marine Corps topics throughout the NPS NRP process.

(b) Release NRWG and TRB MARADMINs announcing execution dates/times NLT 90 days prior to the convening dates.

(c) Coordinate routing for the TRB report to the Marine Corps Requirements Oversight Counsel (MROC).

b. Coordinating Instructions.

(1) The NRWG and TRB meetings will be announced via NAVADMIN and MARADMIN when feasible, or via other distribution means when necessary.

(2) Messages will provide reference for the format of NRWG products.

(3) IREF submissions to the NPS NRP will close 30 days prior to the annual TRB meeting.

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(4) Topic Sponsors or NPS faculty members are responsible for timely IREF submissions to the NPS NRP.

(5) Each member of the TRB will have one equal vote on all matters brought before it, with the co-chairs having the final decision authority.

(6) The NPS NRP Office will notify topic Sponsors and NPS Faculty the results (recommended/not recommended) of the TRB.

3. Administration and Logistics.

a. Recommended research proposals will be resourced, to the level available through the NPS NRP process.

b. Any budget marks will be coordinated between NPS Comptroller and BSO for appropriate actions and reclama.

c. Topic Sponsors assume responsibly for complementary research funding, as their budget allows.

d. Travel and other expenses associated with attending NRWG meetings will be funded by the topic sponsor organization.

4. Command and Control.

a. Command.

(1) The Navy Analytic office (N09X) is designated as the Executive Agent, responsible for NPS NRP resource sponsorship and shall coordinate or assign BSO function.

(2) The President of NPS is designated as the Lead Agent for the establishment of all NPS NRP processes, management, and execution. He or she will work in partnership with the Director, NAO to coordinate the integration of NPS NRP into the greater Analytic Agenda. This tasking may be delegated to the NPS Dean of Research.

(3) Topic Sponsors are responsible for coordinating with faculty principal investigators, and NAO for execution of their individual research projects.

(4) NPS NRP Office is responsible for program and budget execution under the oversight of the NPS Dean of Research and NAO.

b. Control.

(1) Topic Sponsors are responsible for all oversight related to research projects undertaken under the NPS NRP process.

(2) NPS NRP Office is responsible for monitoring and approving quarterly budget management under the supervision of the NPS Comptroller.

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(3) Changes to this charter can be proposed by the TRB and the NPS NRP Office and are subject to the approval of the below signatories.

DAVID G. YOSHIHARA
Director, Navy Analytic Office

WILLIAM J. BOWERS, BGen, USMC
Commanding General, Marine Corps
Education Command

Distribution:

VCNO
N1
N1B
N2
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N3
N3B
N4
N4B
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N8
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C7F
C5F
C3F
C10F
C2F
C6F
NAVSEA
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