SCRM WORKING GROUP CHARTER

Mission Statement

The ATARC Supply Chain Risk Management (SCRM) Working Group's mission is to identify and facilitate improved shared awareness and access to essential supply chain risk information through documented best practices, lessons learned, and senior matter expertise from across government, industry, and academia.

Context

Effective Supply Chain Risk Management (SCRM) strategies are vital for national security, economic stability, and public health. However, there is no standardization for SCRM across government agencies. In ATARC's SCRM Working Group, we will seek to understand different programs' unique approaches and best practices to improve security in the supply chain.

By actively addressing SCRM considerations and promoting the adoption of best practices, the government seeks to uphold the highest standards of security and protect the interests of the nation and its citizens, and demonstrating progress in meeting Federal Acquisition Security Council (FASC) strategic objectives and goals.

Scope

The SCRM working group will holistically review the SCRM lifecycle, exploring in detail four major elements of the SCRM process:

1. Cyber
2. Acquisition
3. Intelligence
4. Logistics

Objective

The objective of the SCRM working group is to identify, address, and improve shared awareness of the top challenges, vulnerabilities, and risks facing federal agencies and companies.

Deliverables

The SCRM working group will create a Governance Framework inclusive of government and industry participants to model a risk methodology that integrates multiple disciplines and major factors for supplier acquisition due diligence. The Framework will consist of the following domains:

1. Cyber
2. Acquisition
3. Intelligence
4. Logistics

The Framework will include a tiered scoring system based on a common maturity model scorecard. Additional deliverables may include virtual and/or hybrid events.

Working Group Membership

Working Group Chairs

Alex Whitworth, Carahsoft Chair

Working Group Chairs will:

- Attend and contribute to each Working Group meeting
- Prepare the meeting agenda, solicit topics for discussion, assign members to address discussion topics, and distribute meeting materials
- Share information of relevance; provide an update/introduction at the beginning of each meeting to encourage member engagement
- Define and oversee Working Group initiatives and activities
- Assist in all stages of the deliverable production process
- Advocate for government, academic, and industry involvement in the working group
- Referee requests and suggestions for working group membership regarding agenda, deliverables, and representation

Working Group Members

Group members are strictly voluntary, and we strive for a broad representation across government, private sector, and academia.

Working Group Members will:

- Participate in meetings, including exchanging technical information, experiences, and best practices to develop a shared understanding of the topic(s) discussed
- Gather information and work on group deliverables outside of meetings as needed
- Provide feedback on draft deliverables as requested
- Co-lead or participate in Sub-Working Groups (breakout teams/project teams) as needed
- Provide input on meeting agendas as requested

ATARC Support

Elizabeth Wyckoff, Associate Director, Working Groups
Amy Karpowicz, Innovation Lab Manager
Taylor Gibbs, Working Groups Associate
Emma Gandolfo, Working Groups Associate
Tim Harvey, Director of Government Engagement

ATARC support will:

- Serve as program management for the Working Group
- Coordinate and drive group projects and deliverables forward
- Schedule Working Group meetings
- Develop Working Group meeting agendas along with the chairs
- Facilitate Working Group meetings along with the chairs
- Assist in distributing relevant documents and materials to Working Group members
- Record meeting minutes, post-meeting decisions, and action items, and distribute them to Working Group members after each meeting
- Assist in preparing final proposals/recommendations
- Provide marketing services for the Working Group (promoting completed deliverables, etc.)
- Develop strategies to improve Working Group engagement, including applicable cross-overs with other Working Groups and relevant events
- Coordinate Working Group Labs as applicable

Rules of Engagement

The Working Group rules of engagement are described as below:

- Meet bi-weekly from 2026 to 2027, or until amended by ATARC Support
- Join Working Group meetings prepared and with requested action items completed
- Provide respectful and constructive feedback to yield the best decisions for the Working Group's objectives
- Endeavour to balance time among members so that all may contribute. All members of the Working Group have a voice and will be listened to.
- Final decisions are made by the Working Group Co-Chairs and ATARC Support
- If a Working Group member misses a meeting, decisions will be made in their absence. The Working Group will consider on a case-by-case basis at the request of the absentee if a decision made in the absence of a member shall be revisited.

The Working Group will:

- Meet every other Wednesday from 11:30-12:30 EST.
- Form Sub-Working Groups (breakout teams/project teams) as needed
- Follow the group's ground rules as developed in the charter
- Meet critical deadlines in the creation of deliverables by mutual and balanced effort
- Keep in confidence draft versions of deliverable, off-the-record conversations, and non-public Working Group or ATARC plans to the extent disclosure is not required by law, regulation, or valid court order.

File Sharing and Collaboration Tools

Access to the ATARC Box Account is managed by ATARC Support.

Disclaimer: Products and communications by ATARC's Supply Chain Risk Management (SCRM) Working Group do not necessarily represent the plans or preferences of any company or government agency.