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USDR&E

Department of Defense Instruction

SUBJECT NATO Quality Assurance

- References:**
- (a) DoD Directive 5100.55, "United States Security Authority for NATO, CENTO, and SEATO Affairs," October 14, 1976
 - (b) DoD Directive 4120.3, "Department of Defense Standardization Program," June 6, 1973

A. PURPOSE

This Instruction prescribes policies and procedures for the:

1. Assignment of memberships to North Atlantic Treaty Organization (NATO) quality assurance (QA) groups.
2. Coordination of NATO Standardization Agreements (STANAGs) and QA subjects, Allied Quality Assurance Publications (AQAPS), and other NATO QA documents.
3. Establishment and operation of a central DoD file of all NATO quality assurance documents and correspondence.

B. APPLICABILITY

The provisions of this Instruction apply to the Office of the Secretary of Defense, the Military Departments, and the Defense Logistics Agency (hereafter referred to collectively as "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

C. DEFINITIONS

1. NATO Documents. Documents bearing a NATO marking, which are prepared and distributed by the NATO International Staff; NATO International Military Staff; and the NATO Military Agency for Standardization on behalf of the North Atlantic Council. NATO documents bearing a security classification are subject to the security protection outlined in reference (a).
2. Advisory Committee (AC/250) Group. National Directors for Quality Assurance responsible for formulating and promulgating NATO QA policy and procedures.
3. NATO QA Groups. Includes subgroups, working groups, committees and panels under the authority of the AC/250 Group.
4. Office of Primary Responsibility (OPR). DoD Components having assigned responsibilities.

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D. POLICY

It is the policy of the Department of Defense to:

1. Promote greater uniformity in QA policies and procedures among the NATO nations.
2. Support and advance the United States Government and DoD policies on NATO standardization and interoperability by participating in NATO groups and committees addressing quality assurance policy and procedural matters.
3. Consult with the DoD Components in arriving at coordinated U.S. positions on NATO QA documents and related issues.
4. Be responsive to NATO requests for assistance.

E. RESPONSIBILITIES

1. The Under Secretary of Defense for Research and Engineering (USDR&E) shall:

- a. Manage the overall DoD program for NATO QA.
- b. Serve as the head of the U.S. delegation on the NATO AC/250 Group, National Directors for Quality Assurance. The USDR&E representative shall be the U.S. focal point for NATO QA matters.
- c. As head of the U.S. delegation, designate and assign U.S. representatives to NATO QA groups, based on nominations provided by the DoD Components.
- d. Establish and assign chairmanships to DoD U.S. working groups and ad hoc committees on NATO QA.
- e. Determine final U.S. position on all NATO QA documents/issues. Notify the DoD Components of the U.S. position and sign related correspondence to NATO.
- f. Coordinate as necessary with other NATO groups on QA or QA related matters.

2. The DoD Components shall:

- a. Upon request from the USDR&E, designate individuals to serve as primary and alternate members of NATO QA groups.
- b. Program, budget, and fund support for assigned membership responsibilities.

c. Respond in a timely manner to requests for coordination and/or comments on NATO QA documents.

d. Coordinate with the other DoD Components proposed NATO QA documents sponsored by the NATO groups to which they have been assigned, and obtain their comments and recommendations in accordance with subsection F.2.

e. Maintain the necessary files for conducting assigned responsibilities.

f. Provide a representative to U.S. working groups and ad hoc committees established by the USDR&E.

3. The Defense Logistics Agency (DLA) shall maintain a central DoD file of all NATO QA documents and related correspondence.

4. Members of NATO Quality Assurance Groups shall:

a. Develop a recommended U.S. position on NATO QA documents by consensus or, if unable to do so after consultation with the dissenting components(s), shall present all views to the USDR&E for resolution.

b. Attend meetings called by the head of the U.S. delegation to the USDR&E AC/250 Group.

c. Prepare and submit a trip report to the USDR&E within 10 workdays after return from a NATO QA meeting. The report shall summarize activities and accomplishments of the group and will recommend the actions to be taken by the head of the U.S. delegation. A copy shall be furnished to all DoD Components.

F. PROCEDURES

1. Assignment of Membership to NATO QA Groups

a. Upon written request from the USDR&E, DoD Components shall designate qualified individuals to serve as U.S. representatives on designated NATO QA groups. Individuals selected to represent the United States on NATO QA groups shall comply with provisions of this Instruction.

b. The duration of a membership shall be for an indefinite length of time, unless otherwise specified by the USDR&E. DoD Components shall notify the USDR&E in writing when previously designated individuals require replacement.

2. Coordination of NATO Quality Assurance Documents

a. NATO QA documents are forwarded to the DoD Component representing the United States on the NATO group involved for coordination and response. As OPR for the DoD central file, DLA will receive a copy of all

documents from the responsible DoD Component. The USDR&E will receive NATO documents from any NATO group in which the United States is not represented.

b. The OPR is responsible for providing copies of the documents/ correspondence to each of the other DoD Components for their review and comment. Addressees will be requested to review the proposed NATO QA documents and/or correspondence and provide their concurrence or consolidated comments to the OPR within 45 days of receipt, unless otherwise requested.

c. The OPR will review and consolidate the comments and, after consultation with any dissenting Components, forward a recommended U.S. position/reply to the USDR&E, along with all DoD Component comments received.

d. The head of the U.S. delegation to the AC/250 Group will call a meeting of DoD Component representatives, as appropriate, to assist the USDR&E in establishing a U.S. position on NATO QA documents/issues. These meetings shall also serve as a forum for discussing differences of opinion and resolving problem areas on NATO QA questions. The head of the U.S. delegation will make the final decision and submit the final U.S. position to the secretary of the AC/250 Group on all NATO QA matters. Generally, a meeting will be held prior to a meeting of the AC/250 Group or other NATO group.

e. When the United States is designated as the lead nation in developing a draft QA document, the OPR will prepare a draft and obtain comments from the other DoD Components. The OPR will then submit the proposed draft and any DoD Component comments to the USDR&E for review and approval, prior to presenting the draft to the responsible NATO QA group.

f. Draft NATO QA documents which pertain to, or have impact on, DoD standardization shall be coordinated with the activity designated in accordance with DoD Directive 4120.3 (reference (b)) having responsibility for QA standardization documents.

3. Operation of the DoD Central File for NATO QA Documents and Correspondence

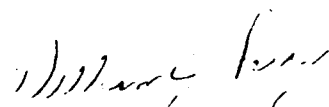
a. DoD Components representing the United States on NATO QA groups will provide a copy of all documents and correspondence to HQ DLA-Q, Cameron Station, Alexandria, Virginia, for maintenance of the central DoD file.

b. The USDR&E will provide HQ DLA with NATO QA documents and correspondence from any NATO group in which the United States is not represented.

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G. EFFECTIVE DATE

This Instruction is effective immediately.



William J. Perry
Under Secretary of Defense
for Research and Engineering

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