

**Department of Defense**

**Interoperability**

**Steering Group**

**Charter**



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**References**

- (a) DoD Directive 4630.05, “Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS),” May 5, 2004, Certified Current as of April 23, 2007
- (b) DoD Instruction 4630.8, “Procedures for Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS),” June 30, 2004
- (c) DoD CIO Memorandum, “Interim Guidance for Interoperability of Information Technology (IT) and National Security Systems (NSS),” 27 March 2012

**1. Purpose and Scope**

a. Consistent with References (a), (b), and (c), the ISG’s purpose is to provide a forum to coordinate policy and provide oversight and direction across DoD organizations in ensuring the interoperability of IT and NSS. The ISG shall propose, review, and coordinate interoperability policies; review interoperability issues; and review and approve requests for Interim Certificates to Operate (ICTOs).

b. The ISG’s scope shall include coordination of interoperability issues between and among the DoD Components, and between DoD and other Federal level agencies/activities, and allied/coalition partners, as required. DoD Components consist of the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense.

**2. Guiding Principles**

a. The ISG shall develop recommendations on interoperability plans, policies, and governance approaches, and review issues, programs, initiatives, and systems, including NSS, that it considers essential for DoD-wide interoperability.

b. The ISG’s recommendations on the management and oversight of the DoD Components’ interoperability activities shall be conducted in a transparent, collaborative manner to promote:

- (1) Unity of effort and establishment of DoD enterprise-wide priorities.
- (2) Effective support to DoD and Inter-agency operations.
- (3) Integration of mission and mission support perspectives.

(4) Effective and efficient development, coordination, implementation, and enforcement of related DoD policies and programs.

(5) Timely sharing of information and decisions on matters of mutual interest.

c. The ISG shall track performance measures to include organizational representation at each ISG meeting, issue resolution at the ISG's level without further escalation, and timeliness and effectiveness of actions and decisions.

d. While consensus shall be sought in decisions and/or recommendations pursued by the ISG, consensus is not required. At the discretion of the ISG Tri-Chairs, unresolved issues may be elevated to the appropriate forum for resolution.

**3. ISG Functions.** In support of the DoD Chief Information Officer (CIO), the ISG shall perform the following functions:

a. Propose, review, and coordinate interoperability policies and processes at both the Office of the Secretary of Defense and DoD Component level to ensure interoperability as defined in references (a), (b), and (c).

b. Review critical interoperability issues and recommend solutions.

c. Review and resolve issues related to interoperability test and certification.

d. Adjudicate requests for ICTOs

e. Provide advice to the DoD CIO, when requested on waivers to interoperability policy.

f. Nominate systems for inclusion on the DoD Interoperability Operating at Risk List (OARL).

g. Adjudicate unresolved issues resulting from the Information Support Plan (ISP) review process.

h. Other Business. At the option of the Tri-Chairs, with advice of the ISG, address any interoperability areas and issues not specified above.

#### **4. ISG Composition**

a. Representatives from the DoD CIO, the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD (AT&L)), and the Chairman of the Joint Chiefs of Staff in the grade of O6/GS-15 shall tri-chair the ISG.

b. ISG membership shall, as a minimum, consist of representatives in the grade of O5/O6 or GS-14/15 from the Under Secretary of Defense for Intelligence, the Assistant Secretary of Defense for Health Affairs, the Defense Information Systems Agency (DISA), the DISA Joint Interoperability Test Command (JITC), the Office of the Deputy Chief Management Officer (DCMO), the Director, Operational Test and Evaluation (DOT&E), the National Security

Agency (NSA), the Defense Intelligence Agency (DIA), the National Geospatial-Intelligence Agency (NGA), the Military Services, the US Coast Guard, and Commander, USSTRATCOM.

c. DISA JITC shall provide the Executive Secretary.

d. Other Attendees. At the request of the Tri-Chairs, other individuals may be invited to attend to observe or contribute to meetings and activities.

## **5. Tri-Chair Responsibilities**

a. Establish and approve the formation of standing and ad hoc working groups.

b. Update the appropriate DoD CIO Executive Board (EB), USD(AT&L), and Joint Staff governance forums, as required.

c. Present and represent positions of the ISG.

d. Develop standard operating procedures to guide the ISG proceedings.

e. Approve minutes.

f. Call special topic-specific ISG meetings, as required.

## **6. Executive Secretary Responsibilities**

a. Support processes and functions of the ISG and provide advice and counsel to the Tri-Chairs on ISG matters.

b. Develop and publish an agenda prior to meetings.

c. Propose and structure issues and ensure proper representation on issues before the ISG. Assemble, prepare, and distribute material on matters under consideration by the ISG in a timely manner.

d. Facilitate communications of ISG matters to ISG members and other officials; announce and support meetings at the Tri-Chair's direction; and prepare and distribute timely summaries of ISG meetings.

e. Monitor and track actions assigned by the Tri-Chair, ensuring their timely and satisfactory completion.

f. Serve as a liaison to ISG members, advisors, and external forums and groups.

g. Support and coordinate the activities of the ISG's subordinate governance entities.

h. Track and assist in resolving all issues presented to, and derived from, the meetings.

i. Track ICTO and Waivers to Policy, and maintain historical information (i.e., agendas, quad charts, minutes, reports, ICTO/Waiver requests, and approval/disapproval letters) through

automated tools, databases, and web resources, and make this information available to interested DoD personnel.

j. Perform administrative tasks such as posting information, scheduling ISG meetings, and recording membership and attendance at meetings, and maintaining a master contact list for the ISG.

k. Record minutes of the meetings and distribute all correspondence, agenda read-ahead packages, and minutes to members and interested parties.

l. Publish ISG standard operating procedures in the JITC Interoperability Process Guide (IPG).

## **7. Members' Responsibilities**

a. Work to ensure that DoD Components' policies, processes, and programs support and enforce DoD interoperability policies, processes, strategies and goals.

b. Identify and nominate ISG meeting agenda items and issues. Sponsor items and issues for meetings, including preparation of position papers and read-ahead materials, and presentation of briefings, as specified in the JITC Interoperability Process Guide (IPG).

c. Attend all ISG meetings.

d. Consolidate all respective Component-level input, present a single unified stance of the Component's positions, engage in exploration of issues, provide feedback, and convey and support the positions and decisions of the ISG to respective organizations.

e. Assist the Tri-Chairs in developing a methodology to monitor execution, measure results, promote accountability, receive feedback, and analyze the results of all ISG decisions and recommendations. Report on measures of effectiveness or progress as requested by the Tri-Chairs.

f. Present, to the Tri-Chairs, final recommendations on issues before the ISG.

g. Accomplish actions resulting from ISG meetings as directed by the Tri-Chairs.

h. Support the work of the ISG by bringing respective mission and functional area expertise to bear on addressing ISG matters.

i. Review minutes.

j. Serve as the interface between the DoD CIO, Joint Staff, Program Managers (PMs), sponsor, and JITC for all issues related to Waivers to Policy, ICTO requests, or Joint Interoperability Certifications.

k. Validate requests for waivers to interoperability policy and submit in accordance with the JITC IPG.

1. Present issues identified by the ISG for DoD Component resolution to the appropriate DoD Component governance group and report the results to the ISG.

**8. Additional Responsibilities.** In addition to the responsibilities delineated above:

a. The Joint Staff J6 shall advise and assist the ISG membership with regard to joint warfighting interoperability priorities and requirements.

b. The DCMO shall advise and assist the ISG membership with regard to DoD business operation interoperability priorities and requirements.

**9. Standing Business Rules and Administration.**

a. Meetings. The ISG shall meet every other month or at the Tri-Chairs' request. ISG meetings shall follow an agenda published at least one week in advance. Associated business may also be conducted virtually via email or other means.

b. Minutes. Minutes, as required, documenting discussions and decisions from ISG meetings shall be prepared and distributed a week following each ISG meeting by the ISG Executive Secretary. The ISG Executive Secretary shall distribute these via email and shall solicit corrections before the minutes become final.

c. Charter Review. The ISG charter shall be reviewed annually, and updated as required.

Approved: David L. DeVries

Date: 6 Sep 2012

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Deputy Chief Information Officer for  
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Approved: Ronald C. Jost

Date: 14 Aug 2012

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