

Department of Defense

Interoperability

Steering Group

Charter



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Department of Defense (DoD) Interoperability Steering Group (ISG) Charter

References

- (a) DoD Instruction 8330.01, “Interoperability of Information Technology (IT), including National Security Systems (NSS),” 27 September 2022
- (b) DoD Interoperability Process Guide (IPG) Current Version
- (c) DoD ISG Charter, November 2019

1. Purpose and Scope

a. Consistent with References (a) and (b), 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 and identify interoperability issues and make recommendations for improvements; and review and approve requests for Interim Certificates to Operate (ICTO) and waivers to policy.

b. The ISG’s scope shall include coordination of interoperability issues between and among the DoD Components, 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 support the DoD Chief Information Officer (CIO) by providing recommendations on interoperability plans, policies, and governance approaches. The ISG shall also review issues, programs and initiatives 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 and 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 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.
- (6) Identification of common DoD interoperability issues that should be addressed as joint in nature.

c. The ISG shall track performance measures, ensure organizational representation at each ISG meeting, and resolve issues without further escalation while ensuring timeliness and effectiveness of actions and decisions.

d. At the discretion of the ISG Tri-Chairs, unresolved issues may be elevated to the appropriate authority or forum for resolution.

3. ISG Functions. In support of the DoD 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) and (b).
- b. Review critical interoperability issues and recommend solutions.
- c. Review and resolve issues related to interoperability test, evaluation, 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 Interoperability Requirements review process.
- h. Other Business. At the discretion 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 & Sustainment (USD (A&S)), and the Chairman of the Joint Chiefs of Staff J-6 in the grade of O6/GS-15 shall Tri-Chair the ISG.

b. ISG membership shall, at a minimum, consist of representatives in the grade of O5/O6 or GS-14/15 from the Under Secretary of Defense for Intelligence and Security (USD(I&S), Director, Operational Test and Evaluation (DOT&E), Under Secretary of Defense for Research and Engineering (USD (R&E), Defense Information Systems Agency (DISA), DISA Joint Interoperability Test Command (JITC), National Security Agency (NSA), Defense Intelligence Agency (DIA), Defense Logistics Agency (DLA), Defense Health Agency (DHA), National Geospatial-Intelligence Agency (NGA), the Military Services, US Space Force (USSF), US Coast Guard, and Combatant Commands.

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, observe or contribute to meetings and activities.

5. Tri-Chair Responsibilities

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

b. Update the appropriate senior-level governance board by providing an annual report that details the accomplishments of the ISG as well as metrics, statistics, emerging issues, and recommendations for each fiscal year.

c. Present and represent positions of the ISG.

d. Develop procedures to guide the ISG proceedings.

e. Approve minutes.

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

g. Review, approval and deferral of ICTO requests.

h. Direct stakeholders to complete specific actions and tasks based on issues/matters brought forth during ISG meeting.

i. Find resolution to issues resulting from the joint interoperability requirements development process.

j. Ensure proper coordination of Joint Interoperability Test, Evaluation, and Certification activities as required.

k. Review and approve of Waivers to the Interoperability Policy.

l. Discussion of any/all issues and areas that impede the Interoperability Certification process.

6. Executive Secretary Responsibilities

- a. Serve as senior advisor to the ISG Tri-Chairs and liaison to ISG members, advisors, and external forums and groups.
- b. Support processes and functions of the ISG and provide advice and counsel to the Tri-Chairs on ISG matters.
- c. Develop and publish an agenda prior to meetings.
- d. Present structured issues and ensure proper representation on presented issues before the ISG.
- e. Facilitate communications of ISG matters to ISG members and other officials, announce and support meetings at the Tri-Chairs' direction; prepare and distribute timely summaries of ISG meetings.
- f. Monitor and track actions assigned by the Tri-Chairs, ensuring their timely and satisfactory completion.
- g. Track and assist in resolving all issues presented to, and derived from, the meetings.
- h. Track ICTOs and Waivers to Policy, 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 relevant DoD personnel.
- i. Perform administrative tasks such as posting information, scheduling ISG meetings, recording membership and attendance at meetings, and maintaining a master contact list for the ISG.
- j. Record minutes of the meetings and distribute all correspondence, agenda read-ahead packages, and minutes to members and interested parties.
- k. Publish ISG procedures in the Interoperability Process Guide (IPG).
- l. Recommend metrics, collect data, and publish information associated with ISG actions.

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 DoD 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. Coordinate with the Joint Staff regarding the status of requirements development and Net-Ready Key Performance Parameter (NR KPP) Certification activities.

g. Coordinate with programs requesting ICTOs, Waivers to Policy, and Re-Certifications and submit to JITC and the ISG Tri-Chairs accordingly using the processes/procedures contained in the IPG.

h. Present final recommendations on issues addressed during ISG meetings to the Tri-Chairs.

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

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

k. Review ISG Meeting Minutes.

l. Serve as the interface between the DoD CIO, Joint Staff, Program Managers, sponsor, and JITC for all issues related to Interoperability policy, processes, and issues affecting certification.

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. JITC shall advise and assist the ISG membership with regards to Joint Interoperability Test, Evaluation, and Certification.

9. Standing Business Rules and Administration

a. Meetings. The ISG shall meet every other month or at the Tri-Chairs' direction. 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. Meeting 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 bi-annually and updated as required.

Mr. Mark Zamberlan
Tri-Chair, ISG (DoD CIO)

Mr. Robert McRobie, Jr.
Tri-Chair, ISG (JS J6)

Mr. Kevin Peterson
Tri-Chair, ISG (OSD A&S)