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This instruction implements AFPD 60-1: *Operations and Resources Standardization* and AFI 60-101, Operations and Resources. As delegated by the Air Force Departmental Standardization Office (DepSO), the Air Force International Standardization Office (AF/XOOX-ISO) is responsible for all International Military Standardization (IMS) matters and acts for the Secretary and Chief of Staff of the Air Force for those portions of the Defense Standardization Program regarding IMS activities assigned to the Air Force. This AFI applies to all Air Force personnel who work with the NATO Military Agency for Standardization (NATO MAS), NATO International Staff bodies including those under the Conference of National Armament Directors (CNAD), the Air Standardization Coordinating Committee (ASCC), American, British, Canadian, Australian (ABCA) Armies, Australian, Canadian, New Zealand, United Kingdom, and United States (AUSCANNZUKUS) Navies and other organizations, and bilateral or multilateral Service IMS activities that may be identified by future amendments. This instruction implements CJCS Instruction 2700.01 and section 65 of the US Arms Export Control Act (22 U.S.C. 2796d) and interfaces with DoD 4120.3-M, AFPDs 16-2, 51-7, and 63-9.

Chapter 1

USAF INTERNATIONAL MILITARY STANDARDIZATION (IMS)

1.1. Purpose. This chapter describes the core goals of IMS, the primary offices of responsibility for USAF IMS activities, and outlines the various levels of IMS activities and basic DoD and USAF IMS policies.

1.1.1. Goals of IMS. Standardization among contributing forces can greatly increase operational and support capabilities. The USAF empowers interoperability by promoting standardization between allied and possible coalition partners. To provide the warfighting CINCs a more capable fighting force requires the active participation of national air force elements in progressing international military standardization. The objective of the USAF IMS program is to enable the air forces of the United States, its allies and other friendly coalition nations to operate together in the most effective manner. This objective can be achieved through the closest practical cooperation among these military forces, the efficient use of resources, and the reduction of operational, logistical, technical, and procedural obstacles.

1.1.2. Tools of IMS. International Standardization Agreements (ISAs) form the basis which allows the military forces of friendly nations to operate effectively together. NATO Standardization Agreements (STANAGs) provide one example of a mature process to achieve international standardization. NATO, ASCC, and ABCA are only three of many fora where international standardization activities are formally progressed. Theaters where international standardization activities are not formally maintained can reduce needless duplication of effort (leading to further economy of resources) by utilizing existing standardization agreements as templates for similar standardization efforts in those theaters.

1.2. The Lead Service . CJCSI 2700.01 requires a lead Service or defense agency manage US IMS activities. The lead Service or defense agency has primary interest in the equipment, doctrine or procedure being standardized, and oversees the selection of principal representatives and participation of all US activity in the IMS process. The Joint Staff designated HQ USAF as the lead for the NATO MAS Air Board and ASCC; HQ US Army as the lead for NATO MAS Army Board and ABCA; and Chief of Naval Operations as the lead for NATO MAS Naval Board. The lead Service approves the selection of principal delegates for the US delegation and manages overall US participation in the particular IMS programs. The Joint Staff may assign "Lead Service" responsibilities to the services for other international standardization activities in the future.

1.2.1. USAF IMS Responsibilities. The Defense Standardization Program (DSP) assigns responsibility for the Air Force standardization program through the Office of the Secretary of the Air Force. As established through the authority of the Office of the Secretary of the Air Force in AFPD 60-1, the Departmental Standardization Office (DepSO) is responsible for all Air Force standardization matters and acts for the Secretary of Defense as an extended office for those portions of the DSP assigned to the Air Force. The DepSO is located within SAF/AQRE.

1.2.2. Delegation of Authority for USAF International Military Standardization Activities. IAW AFPD 60-1, the DepSO fulfills its responsibilities regarding International Military Standardization (IMS) through the Air Force International Standardization Office (USAF/XOOX-ISO).

1.3. IMS Management within USAF . The Air Force International Standardization Office develops policy, and administers Air Force (and in some cases US) participation in IMS activities including NATO MAS, ASCC, ABCA Armies and AUSCANNZUKUS Navies. Specifically, those standardization activities identified in CJCSI 2700.01 to which the USAF is "Lead Service." To ensure consistent USAF policy and procedures for NATO standardization, AF/XOOX-ISO also develops policy and administers the processing of (Air) standardization agreements developed within the NATO Air Force Armaments Group (NAFAG) under CNAD. To provide a centralized coordination function and reduce duplication of effort, AF/XOOX-ISO will also assist as requested the coordination of Air Force IMS activities undertaken by the unified and specified combatant commands, MAJCOMs, numbered Air Forces, direct reporting units (DRUs) or field operating agencies (FOAs).

1.3.1. USAF International Standardization Office (USAF/XOOX-ISO). USAF/XOOX-ISO, is a part of the Air Force Regional Plans and Issues Division (HQ USAF/XOOX) and reports to the Director of Operations and Training (HQ USAF/XOO). The office address and contact telephone numbers are:

HQ USAF/XOOX-ISO

1815 North Fort Myer Drive, Suite 400

Arlington, VA 22209-1809

Tel (DSN 426-XXXX) 703-696-8445/8436/8422

Fax 703-696-5499

INTERNET HOMEPAGE ADDRESS: http://www.hq.af.mil/xo/xoo/xoox-iso/

1.3.2. Other USAF Offices. Due to their mutual and complimentary responsibilities for international standardization activities, USAF/XOOX-ISO generally coordinates policy and IMS actions with SAF/IAQ for CNAD/NAFAG issues and SAF/AQRE for DoD and multi-service issues.

1.4. IMS Levels. Four levels of standardization are defined to allow policy makers to make practical decisions and the most efficient use of resources concerning IMS. The levels (as defined in Joint Publication 1-02 and NATO publication AAP-6) are listed below:

1.4.1. Compatibility -- Compatibility of two or more items or components of equipment or material to exist or function in the same system or environment without mutual interference.

1.4.2. Interoperability -- The ability of systems, units or forces to provide services to and accept services from other systems, units, or forces and to use the services so exchanged to enable them to operate effectively together.

1.4.3. Interchangeability -- A condition which exists when two or more items possess such functional and physical characteristics as to be equivalent in performance and durability, and are capable of being exchanged one for the other without alteration of the items themselves, or of adjoining items, except for adjustment, and without selection for fit and performance.

1.4.4. Commonality -- A quality which applies to materiel or systems:

- Possessing like and interchangeable characteristics enabling each to be utilized, or operated and maintained, by personnel trained on the others without additional specialized training.
- Having interchangeable repair parts and/or components.
- Applying to consumable items interchangeably equivalent without adjustment.
- NATO defines commonality as a state achieved when groups of individuals, organizations or nations use common doctrine, procedures, or equipment.

1.5. Practical Limits to IMS. The USAF seeks the highest <u>possible</u> and <u>practical</u> level of standardization with its allies in all areas of IMS. IMS decisions must be flexible and practical. To attempt the highest level of IMS (commonality) when a lower level (compatibility or interoperability) appears practical or desirable may result in no agreement, or an unprofitable one. At the same time, policy must allow smaller groups of allied nations the flexibility to achieve standardization that may not be obtainable by all nations.

1.6. IMS Priorities. USAF will prioritize its efforts in IMS activities to provide the war-fighting CINCs the most capable air force possible for either coalition or allied operations. IMS priorities are established by recognition of the continuing importance of today's needs while anticipating futures requirements. USAF IMS priorities are updated continuously by AF/XOOX-ISO

1.6.1. Priorities of the Joint Staff. As set forth in Chairman, Joint Chiefs of Staff Instruction (CJCSI 2700.01), DoD IMS priorities continue to be:
- Command, Control, Communications and Computer Systems (C4).
- Cross-servicing of aircraft.
- Ammunition and other expendables.
- Battlefield surveillance, target designation, and target acquisition systems.
- Major weapon systems, support equipment, components and spare parts.

1.6.2. Additional Potential IMS Priorities. Analysis of vision documents such as ***Global Engagement: A Vision for the 21st Century Air Force*** and ***Joint Vision 2010*** provides a framework around which future areas of standardization may be required. Some areas identified in these and other living documents which will become future areas for standardization of doctrine, materiel, procurement or logistic support include:
- World-wide mobility enabling systems.
- Precision-engagement technologies.
- Counter-information warfare.
- Full-dimensional protection of assets.
- Focused Logistics
- Dominant Maneuver

1.6.3. NATO Standardization Program. The NATO Standardization Program (NSP) also provides a framework of future standardization activities. The NSP will have an impact on the standardization workload of all identified NATO organizations and will likely impact standardization activities of other standardization organizations.

1.7. Basic USAF Policies. The following policies comply with DoD and CJCS policy guidance on international military standardization:

1.7.1. Cooperation. USAF cooperates, to the greatest extent possible, with its allies and the other Services regarding standardization issues.

1.7.2. Standardization Goals. Standardization is not an end in itself, but is a means to increase operational effectiveness among allied military forces to economize resources and enhance military capabilities.

1.7.3. Standardization Scope. Standardization is voluntary at the national decision making level. Nations should make every effort, however, to maximize the use of limited resources and to standardize equipment and/or procedures which are essential to combined operations.

1.7.4. US Process. The US directs IMS efforts toward producing the most effective execution of combined operational plans. Efforts should achieve the highest level of standardization possible with allied military forces. MAJCOMs, numbered air forces and other agencies frequently deal with other foreign counterparts on a bilateral or multilateral basis.

1.7.4.1. Foreign Agreements. Agreements specifying IMS elements (such as doctrine, procedures or materiel agreements) are often included as part of operation plans (OPLANS) or Memoranda of Understanding (MOU). To maximize economy of effort, AF/XOOX-ISO can supply templates based on formal IMS agreements with NATO or other formal IMS organizations to reduce the duplication of effort by those staffs.

1.7.4.2. Standardization of Equipment with NATO Nations. US policy dictates standardization of equipment with NATO nations be considered when procuring equipment for use by US Armed Forces personnel stationed in Europe or likely to deploy to Europe or in support of NATO operations.

1.7.5. Impact of USAF Subscription to IMS Agreements. When USAF subscribes to IMS agreements, it imposes an obligation on the entire USAF to adhere to the terms of the agreement. The USAF accomplishes this by implementing the agreement.

1.7.6. MAJCOM Request for Deviation. MAJCOMs with a requirement that would preclude adherence to a specific international standardization agreement must request specific deviation authorization from AF/XOOX-ISO on a case-by-case basis.

1.7.7. Technology Transfer. HQ USAF supports the release of technology to countries with whom the United States has major security interests when such transfers can strengthen collective security. These transfers must be according to US laws, regulations, and policies.

1.7.8. Constraints to Standardization Activities. Standardization is not appropriate when it would significantly hinder or retard research, materiel development, strategy, tactics and/or operational techniques.

1.7.9. Programs Excluded from IMS. USAF policy, as a rule, excludes the following areas from IMS programs:

1.7.9.1. Classified Data. The US will exchange information classified RESTRICTED DATA or FORMERLY RESTRICTED DATA in accordance with the Atomic Energy Act of 1954. (Do not confuse the term RESTRICTED DATA with the allied countries' use of the term RESTRICTED to denote a level of classification.)

1.7.9.2. Intelligence Systems. Intelligence and counter-intelligence systems, except when a nation offers to loan or share equipment or information.

1.7.9.3. Electronic Countermeasures. Information on the vulnerability of specific weapon systems to electronic countermeasures or electronic counter-countermeasures.

1.7.9.4. Electronic Warfare. Re-programmable digital electronic warfare systems, when those systems depend upon self-contained intelligence data bases.

1.7.9.5. Other Factors. Items other than the above that may assume a highly critical nature with respect to the defense or overall security of the United States, especially the release of information prohibited by AFPD 16-2, Disclosure of Military Information to Foreign Governments and International Organizations, or other US laws, policies and instructions.

1.7.10. Information Disclosure. National disclosure policies and DoD and USAF guidance on disclosure matters govern exchange of information in the pursuit of standardization. Patents, copyrights, trade secrets, and proprietary data belonging to the United States, foreign governments, private companies or private individuals must be protected in the exchange of information and equipment according to US law and applicable international agreements.

1.7.11. Equipment Exchange. The Air Force is committed to a vigorous program of experimenting, testing, exercising and evaluating new operational concepts and systems for air and space power. USAF participants will make maximum use possible of Equipment Loans for test and evaluation (such as the NATO and ASCC Test Project Agreement Program) authorized by this AFI, the US Arms Export Control Act (22 U.S.C. 2796d) and other agreements. USAF participants will also make maximum use of the Foreign Comparative Testing program (10 U.S.C. 2350a) which authorizes evaluation of foreign military equipment for potential procurement and employment by USAF forces.

Chapter 2

INTERNATIONAL MILITARY STANDARDIZATION ORGANIZATIONS

2.1. Purpose. This chapter provides an introduction to the NATO Military Agency for Standardization (MAS), NATO Conference of National Armament Directors (CNAD), Air Standardization Coordinating Committee (ASCC), American, British, Canadian, Australian (ABCA) Armies and other International Military Standardization (IMS) bodies. There are international civilian governmental, civilian commercial (industry), and military organizations working to standardize a wide array of products, equipment, doctrine and procedures. IMS delegates and organizations must liaise with related standardization bodies to avoid duplication of effort. This chapter describes the three formal IMS organizations with which the Air Force most frequently interacts. It does not list all the IMS and international standardization (IS) organizations and their omittance from this chapter should not be construed as an indication of lack of importance to Air Force IMS activities.

2.2. NATO Standardization Overview. In 1949, twelve nations chartered NATO. NATO identified a need for standardizing alliance nations' doctrine, tactics and equipment and established its first standardization body -- the Military Agency for Standardization (MAS). Since then, several other NATO International Staff bodies such as the CNAD have included standards development as part of their responsibilities. The NATO Standardization Organization (NSO) was established in 1995 to develop a NATO Standardization Program (NSP). The *NATO Handbook* provides a good overview of NATO organization structure. NATO formulates standardization activities through development and implementation of NATO Standardization Agreements (STANAGs) and Allied Publications (APs). STANAGs and APs are produced under the overall authority of the Military Committee (MC), the Conference of National Armaments Directors (CNAD), and other Council Committees. The NATO publication, AAP-3, *Procedures for the Development, Preparation, Production and the Updating of NATO Standardization Agreements (STANAGs) and Allied Publications (APs)*, provides common procedures for development and maintenance of these documents. [AAP-3, pg. 1-1]

2.3. NATO MAS Structure. Within NATO, both the civilian and military structures develop standardization agreements. The Military Committee (MC), comprised of military representatives of each member nation, is responsible for military standardization policy. The MAS is the principal agency under the MC concerned with standardization. The MAS fosters NATO military standardization within the policy established by the MC and the NATO Standardization Organization (NSO), enabling NATO forces to operate together in the most effective manner. NATO MAS, created in 1951, has a well-established system for developing IMS agreements and addressing standardization issues among the member nations.

2.3.1. MAS Service Boards. To progress NATO military standardization efficiently, the MAS is organized into Single Service Boards (SSB) (Air, Army, and Naval) and a Joint Service Board (JSB), each consisting of a permanent chairman, an administrative staff (secretariat) and one Service member appointed by and representing each participating NATO nation (**Figure 2.1.**). Currently, the USAF Regional Plans and Issues Division (USAF/XOOX) provides the USAF Representative to the NATO MAS Air Board. Each Service board manages standardization activities within their scope of interests. The Air, Army, and Naval Boards pursue standardization activities through working parties (WPs). The WPs formulate standardization agreements (STANAGs) and Allied Publications (APs). The Joint Service Board (JSB) oversees issues spanning the responsibility of more than a single ser-

vice board. The MAS promulgates all approved STANAGs and APs, including those sponsored by non-MAS NATO groups (military and civilian).

Figure 2.1. Major NATO Organizations Involved with International Standardization.
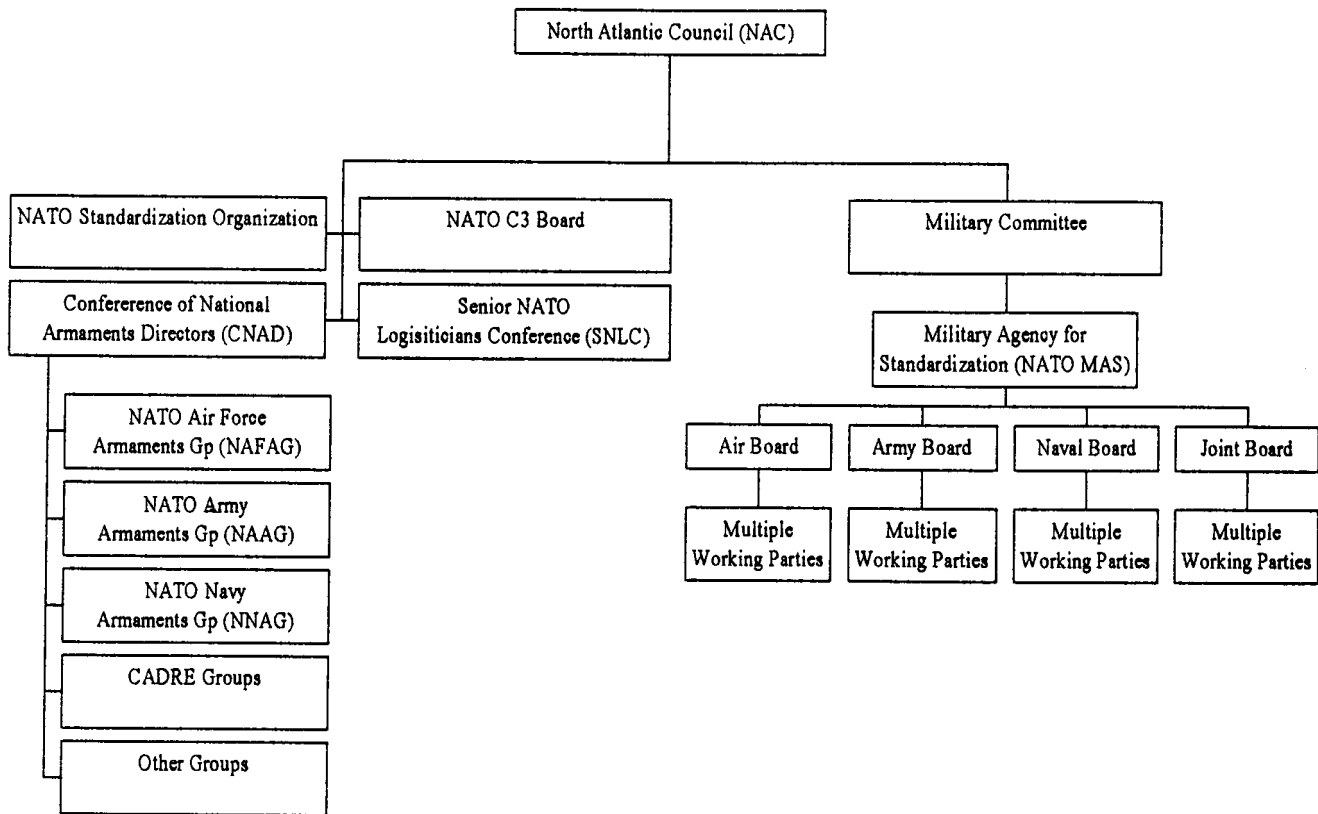
2.3.2. MAS Service Board Process. The Air, Army, and Naval Boards are in permanent session and meet formally once a month at NATO Headquarters (HQ NATO), Brussels, Belgium. Service board members contribute expertise, provide direction to WPs, and present national positions or comments on proposals the MAS is processing. Each Board member is primarily responsible to represent their nation on service board matters. They work directly for their own nation, not NATO MAS or the service boards.

2.3.3. MAS Working Parties (WPs). The service boards establish WPs as the focal points for IMS activities within their assigned functional area. Working Parties review current and proposed STANAGs and APs, and consider new areas for standardization. A WP consists of a chairman, a secretary, a service board representative and delegations from member nations and, sometimes, the NATO Commands. Nations generally nominate officers in the grade of O-6, or civilian equivalent, to serve as a WP chairman. The WP chairman has significant international responsibilities in addition to any responsibilities they may concurrently have with the national delegation. Therefore, if a US delegation offers to chair a WP meeting, an O-6 officer or civilian equivalent is the preferred nominee. Depending on the specific WP, an O-5 officer or civilian equivalent may be acceptable, but must be coordinated with USDELMAS/USAF. Although the chairman is a functional area expert, the chairman is not necessarily a previous member of the WP (i.e. a specialist who has not previously served on the WP but has the requisite skills and professional background may be nominated by a nation to

serve as chairman for the specific meeting). The chairman runs the meeting and is responsible for ensuring the WP completes the agenda in the meeting time allotted. The board chairman welcomes the delegates and officially opens the meeting. The secretary provides administrative oversight and corporate memory, since they normally hold their position for 3-4 years. A service board representative greets the delegates on behalf of the board, provides the board guidance to the WP, and gives authoritative advice on policies, procedures and specific board guidance. The Head of Delegation (HoD) leads the nation's delegation which may consist of one or more people depending on the WP. (There is no formal rule on how large a delegation can or should be. The HoD makes the determination.) NATO expects delegates will be subject-matter experts and qualified and authorized to represent their nations.

2.3.3.1. WP Meeting Cycle. WPs normally meet every 12-18 months at HQ NATO, subject to Service Board approval. A WP's Terms of Reference (TOR) governs the tasks and scope of each WP's standardization efforts. The WP reviews the TOR at each WP meeting and amends it if necessary. The responsible service board has final approval of the TOR. The responsible board approves and issues a WP Convening Order (CO) several months prior to the WP meeting. The CO contains the meeting agenda, dates, times and place of the meeting and designates who the chairman will be. HoDs receive a copy of the CO from the US MAS Representative along with a letter tasking them to formulate a WP delegation and forward delegate information to the US MAS Representative. The HoDs and other delegates preparing for a meeting should use the NATO Working Party Delegate Checklist available from the USAF International Standardization Office (HQ USAF/XOOX-ISO) to assist their thorough preparation. A delegation pre-meeting may be necessary to formulate joint US positions on all agenda items. It is the responsibility of the HoD (even if delegated to others) to coordinate the delegation pre-meeting and the national comments on agenda items.

2.3.3.2. WP Pre-Meeting Considerations. During the pre-meeting, members of the US delegation should determine if someone will serve on the drafting committee. The WP may discuss certain topics in panels or committees for one or two days. Again, during the pre-meeting, the HoD should let the delegates know who will represent the US in these special sessions. Normally, WPs try to achieve consensus thus increasing the number of nations able to ratify and implement a particular document. When a national delegation accepts responsibility for an action item, the HoD is responsible to ensure the item is completed by the agreed suspense. The HoD should not accept an action item just because no other delegation will do it.

2.3.3.3. NATO Languages. English and French are the official languages for WP meetings and the MAS provides simultaneous translation. If the US delegation is going to make a presentation at the meeting, the HoD should submit a copy of the speaker's text, if available, to the WP secretary for use by the translators. At the start of the meeting, delegates will form a drafting committee to write the meeting report. The meeting report is the formal record of accomplishment and taskings of the WP.

2.3.3.4. Post-Meeting Report. After the meeting, the Secretary will issue the meeting report and an action item suspense list following service board approval. Refer to the Military Agency for Standardization Administrative Instructions (MASAI) for a description of the work and function of the MAS.

2.3.4. Head of Delegation (HoD). A HoD leads each nation's delegation at a NATO MAS WP. The HoD is the NATO MAS recognized spokesperson for his or her nation in all WP meetings and activi-

ties. The HoD supervises and coordinates all phases of the nation's WP efforts. For NATO MAS (Air) WPs chaired by USAF personnel, the USAF/XOO is the appointing authority for US heads of delegation. AF/XOO's authority to appoint HoDs is based on AF/XOO's position as the official standardization representative of the USAF Chief of Staff and AF/XOO's responsibility to implement the USAF IMS program delegated by the AF DepSO in AFPD 60-1. USAF organizations nominate personnel to serve as a HoD through the HoD's supervisor to HQ USAF/XOOX-ISO. For reasons of international protocol and the sensitivity of some international subjects, USAF appointed HoDs will generally be either an O-5/6 officer or civilian equivalent. On an exceptional basis, an O-4 or civilian equivalent may be appointed as HoD. A formal appointment letter will be prepared documenting the HoD's appointment as head of the US national delegation. A HoD generally serves as the head of the delegation for as long as they remain associated with a WP, unless a new HoD is appointed by HQ USAF/XOO. For any NATO MAS (Air) WPs headed by another US component, that component will coordinate with AF/XOOX-ISO for the nomination and appointment of the HoD. The component will also coordinate with AF/XOOX-ISO for the preparation of appointment letters to be signed by both the AF/XOO and the appropriate tasking authority of the other component.

2.4. NATO International Staff International Standardization Activities. The CNAD, Senior NATO Logisticians Conference (SNLC), NATO Command, Control, Communications (NC3) Board, and NATO Petroleum Committee (NPC) are some of the other activities that report directly to the North Atlantic Council (NAC), and can undertake the development or revision of STANAGs. The Main Armament Groups under the CNAD involved with standardization include: NATO Naval Armaments Group (NNAG or AC/141), NATO Air Force Armaments Group (NAFAG or AC/224), and NATO Army Armaments Group (NAAG or AC/225). In addition, there are Cadre Groups under CNAD: Group of National Directors for Quality Assurance (AC/250), Group of Experts on the Safety Aspects of Transportation and Storage of Military Ammunition and Explosives (AC/258), Group on Standardization of Materiel and Engineering Practices (AC/301), and the Group on Safety and Suitability for Service of Munitions and Explosives (AC/310). The principal USAF CNAD participation is in the NAFAG whose purpose is to enhance the effectiveness of the NATO Air Forces by the promotion of equipment collaboration and standardization. NAFAG is organized into the following subordinate Armament Initiative and Requirements (AIR) Groups:

> AIR Group I (Manned and Unmanned Aircraft/Weapon Interoperability)
>
> AIR Group II (Air Weapons)
>
> AIR Group III (All Aspects of Electronic Warfare)
>
> AIR Group IV (Tactical Reconnaissance and Intelligence)
>
> AIR Group V (Avionics and Landing Systems)

AIR Groups can establish Sub-groups, Special Working Groups, Project Groups, and Ad Hoc Groups (generically referred to as Working Groups) to work on specific projects for a limited duration. Working Groups have been the principal developers of IMS agreements within NAFAG. Each of the AIR Groups and Working Groups is chaired by a representative of one of the participating NATO nations with the USAF providing a representative to each of the AIR Groups and to the Working Groups in which we participate. A NAFAG AIR Group Representative is abbreviated (NAGR). For IMS activities the US AIR Group representative performs functions similar to a MAS WP HoD. SAF/IA is primary USAF OPR for

NATO International Staff International Standardization Activities. SAF/IAQ is responsible for overall US participation in NAFAG and specific information on NAFAG, including nomination of US representatives, is contained in AFI 16-110, Chapter 7. Various OSD offices manage the US military's participation in the Cadre Groups identified above.

2.5. Other NATO Organizations Involved in Standardization. The CNAD Tri-service Group on Communications and Electronics (AC/302) has been disbanded and merged into the NATO C3 Board which will continue C3 standardization activities. The Research and Technology Organization (RTO) created through the merger of the CNAD Defense Research Group (AC/243) and the Military Committee's Advisory Group for Aerospace Research and Development (AGARD) may have limited involvement in IMS in the future.

2.6. Air Standardization Coordinating Committee (ASCC) Overview. ASCC is a five-nation (Australia [AS], Canada [CA], New Zealand [NZ], United Kingdom [UK], and United States [US]) organization with responsibility for identifying and eliminating the material and technical obstacles to the fullest cooperation among the member nation's air forces and to obtain the greatest possible economy in the use of combined resources and efforts. ASCC, formed in 1947, predates NATO. The ASCC mission is to maximize interoperability between the ASCC nations' air forces. Unlike NATO, a mutual defense treaty does not back ASCC and the ASCC has no designated geographic area of responsibility. ASCC formulates IMS agreements with worldwide applicability in mind. The ASCC equivalent to NATO's STANAGs are Air Standards (AIR STDs). All published AIR STDs, other than those which must be withheld for security reasons, are sent to the MAS Air Board. Many are subsequently adopted as NATO STANAGs. Similarly, some ASCC AIR STDs are derived from STANAGs that are considered suitable for adoption by the ASCC air forces. A close liaison naturally exists between ASCC and NATO MAS since three of the five ASCC nations (US, UK & CA) are NATO members and many of the ASCC WP delegates from these countries are also NATO MAS WP delegates. This close liaison reduces duplication of effort and leads to economy of resources. ASCC includes both international and national elements:

2.6.1. International Elements of ASCC. The international elements include the National Directors, Assistants for Standardization, Management Committee, Terminology Coordinator, and working parties (**Figure 2.2.**).

2.6.1.1. National Directors (NDs). Each member nation appoints a general officer to represent their Chief of Staff as the national director. The NDs meet annually to formulate policy, direct the activities of the ASCC organization, issue directives to the WPs, and resolve standardization problems. The US's ASCC National Director is HQ USAF/XOO. The ASCC US National Director is appointed by the USAF Chief of Staff as the USAF official standardization representative and AF/XOO is recognized by the USAF DepSO through AFPD 60-1 as the USAF military standardization official. HQ USAF/XOO is the National Director for all the air forces of the US -- USAF and USN.

2.6.1.2. Management Committee (MC). The MC serves as the executive secretariat of the organization. The MC provides day-to-day management of ASCC activities. It sits in permanent session at HQ USAF and shares office facilities with HQ USAF/XOOX- ISO. The MC membership includes national air force representatives (usually a lieutenant colonel or equivalent grade officer) from each member nation and a representative from the US Navy.

2.6.1.3. Terminology Coordinator (TC). The TC is the focal point for the ASCC terminology program. (As of August 1997, HQ USAF/XOCD provides the TC for USAF.) The TC attends meetings of the ASCC MC to identify and discuss key terminology issues. The TC provides applicable terminology reports for the Standing Chairman of the ASCC Working Parties (WPs) not later than 30 days prior to an ASCC WP meeting. The TC reviews the terminology section of the minutes of WP meetings and formulates proposals for ASCC Air Standard 85/1, ASCC Glossary. Recommendations are made for additions, changes or deletions based on the TC's knowledge of the unilateral USAF Program, the Join Program, and the Multi-National Program. The TC chairs the terminology section of the annual ASCC National Director's Meeting. The TC maintains and publishes ASCC Air Standard (AIR STD) 85/1, *Glossary of Terms and Definitions*; and maintains liaison with the NATO MAS TC.

2.6.1.4. Working Parties (WPs). Interested ASCC member nations send a delegation, composed of the head of the delegation, known as the Coordinating Member (CM), and representatives of other services and defense agencies, to WP meetings. ASCC sponsors WPs covering aspects of air operations procedures, doctrine, materiel, and support facilities. These WPs are the ASCC focal points for developing standardization agreements called Air Standards (AIR STD), Advisory Publications (ADV PUB), Information Publications (INFO PUB) and exchanges of equipment under the Test Project Agreement (TPA) Program.
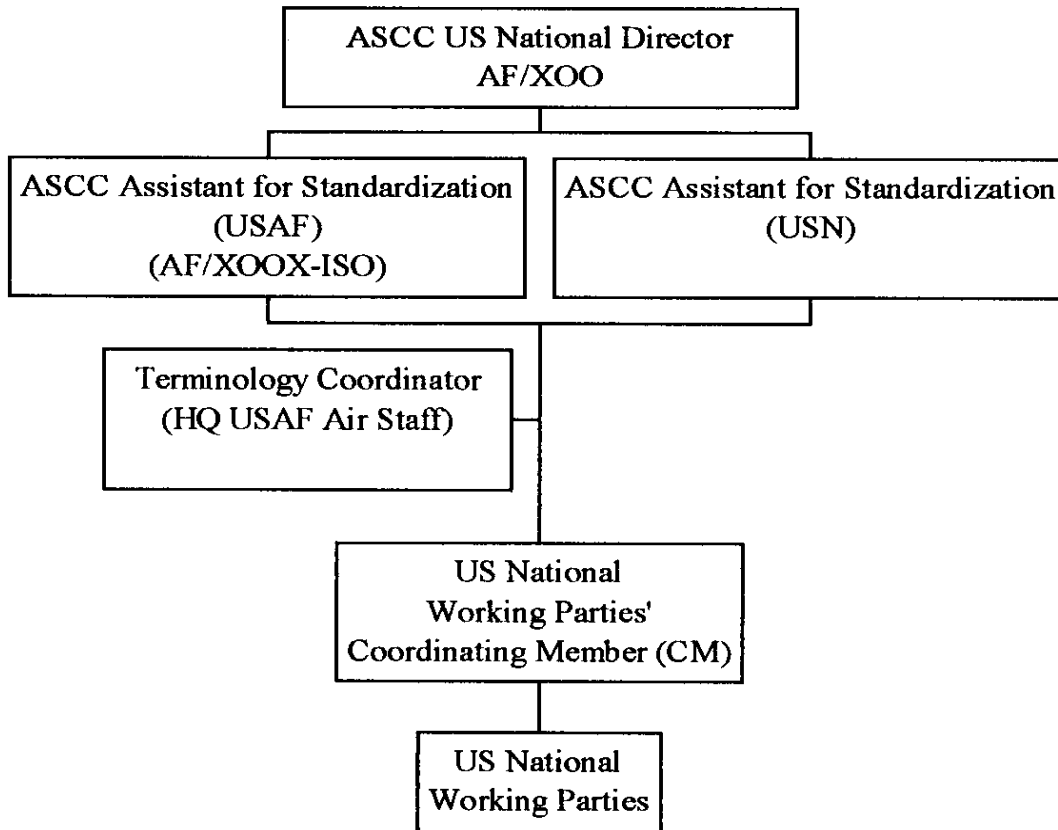
Figure 2.2. ASCC International Organization.
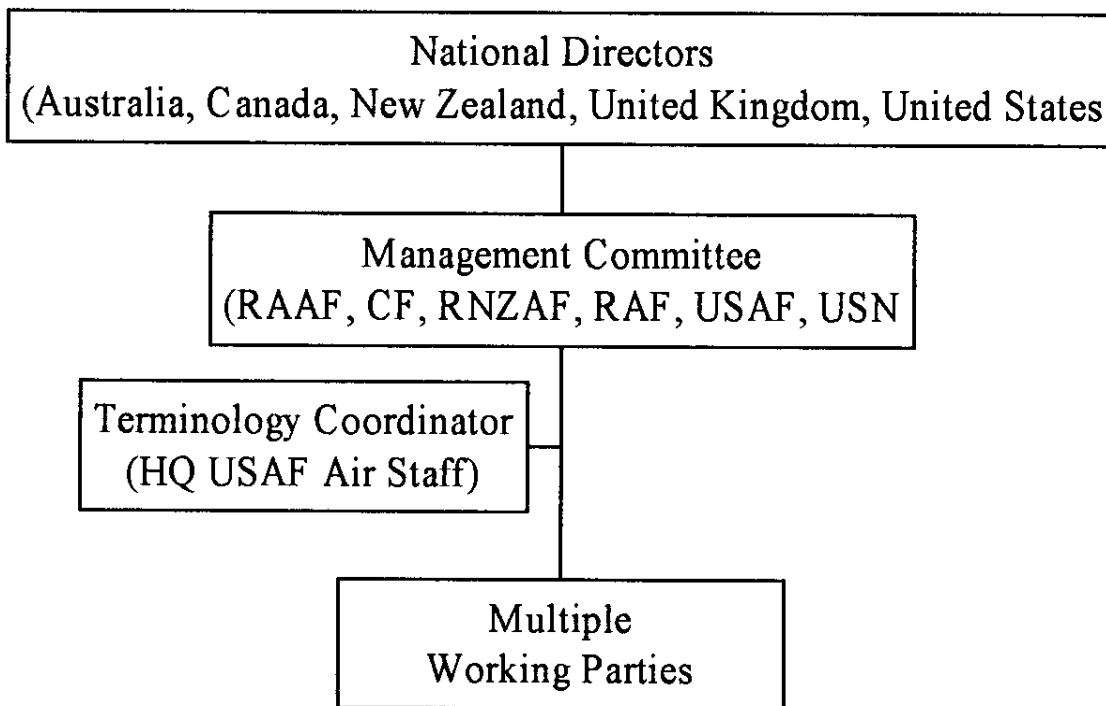
2.6.2. National Elements of ASCC. In addition to the ASCC national director, the national elements include the Assistants for Standardization, WP Group Heads, WP CMs, project officers, and representatives of other Services or agencies (Figure 2.3.).

2.6.2.1. Assistant for Standardization (A/Stand). Each participating national air force and the US Navy appoint an A/Stand responsible directly to his or her respective ASCC national director for the ASCC program on a national basis. The A/Stands meet at least annually with the ASCC MC to resolve questions of standardization policy and review the progress of ASCC. . Each A/Stand also serves as their national terminology representative (exception: The ASCC TC also serves as the US terminology representative.) The USAF A/Stand is the Chief, International Standardization Office (HQ USAF/XOOX-ISO). The USAF and USN A/Stands are also dual-hatted as the USAF and USN MC members.

2.6.2.2. Group Head. A group head is a senior officer or civilian appointed to supervise one or more WP CMs and related WP activities at the national level. The Group Head typically interfaces with the national ASCC structure between the Assistant for Standardization and the Working Party CM. Each member nation determines whether or not it will use group heads. The US does not currently use Group Heads.

2.6.2.3. Coordinating Members (CMs). The WP CM supervises and coordinates all national activities for a particular WP. The CM is the sole national spokesperson for their nation and leads the national delegation at WP meetings. HQ USAF/XOO is the appointing authority for all heads of delegation for USAF IMS activities (ASCC CMs). AF/XOO's authority to appoint CMs is based on AF/XOO's position as the official standardization representative of the USAF Chief of Staff (as ASCC US National Director) and AF/XOO's responsibility to implement the USAF IMS program delegated by the AF DepSO in AFPD 60-1 and AFI 60-101. Organizations nominate personnel to serve as a CM through the CM's supervisor to HQ USAF/XOOX-ISO. For reasons of international protocol and the sensitivity of some international subjects, USAF appointed CMs will generally be either an O-5/6 officer or civilian equivalent. On an exceptional basis, an O-4 or civilian equivalent may be appointed as CM. A formal appointment letter will be prepared documenting the CM's appointment as head of the US national delegation. A CM generally serves as the head of the delegation for as long as they remain associated with a WP, unless a new CM is appointed by the US National Director. For any ASCC WPs headed by another US component, that component will coordinate with AF/XOOX-ISO for the nomination and appointment of the CM. The component will also coordinate with AF/XOOX-ISO for the preparation of appointment letters to be signed by the US National Director (AF/XOO) and the appropriate tasking authority of the other component.

Figure 2.3. ASCC National Organization: United States.

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                    ┌──────────────────────────────┐
                    │   ASCC US National Director   │
                    │            AF/XOO             │
                    └──────────────────────────────┘
          ┌──────────────────────┴──────────────────────┐
┌──────────────────────────────────┐  ┌──────────────────────────────────┐
│ ASCC Assistant for Standardization│  │ ASCC Assistant for Standardization│
│              (USAF)               │  │              (USN)                │
│          (AF/XOOX-ISO)            │  │                                   │
└──────────────────────────────────┘  └──────────────────────────────────┘
        │
┌──────────────────────────────┐
│    Terminology Coordinator    │
│     (HQ USAF Air Staff)       │
└──────────────────────────────┘
                    ┌──────────────────────────────┐
                    │         US National           │
                    │      Working Parties'         │
                    │  Coordinating Member (CM)     │
                    └──────────────────────────────┘
                              │
                    ┌──────────────────────┐
                    │      US National      │
                    │    Working Parties    │
                    └──────────────────────┘
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2.7. ASCC Working Parties. A WP consists of a Standing Chairman (SCh), and national delegations. WPs normally meet every 18 months with meetings lasting five duty days. The location rotates among the five nations. The WP SCh, a member of the Management Committee, provides administrative oversight during the meeting, monitors WP progress between the meetings and makes recommendations to the National Directors on the future direction of the WP. The NDs approve the Working Party Directive for each WP which provides specific guidance, tasks and WP scope. The CM may hold a pre-meeting with the US delegation to develop a joint national position on each agenda item prior to the actual meeting or may develop national positions secretarially. Two documents explain the ASCC structure and administrative procedures, and are invaluable for any coordinating member or ASCC WP delegate. The Management Committee (MC) issues *ASCC Instructions* covering administrative details, WP meeting guidelines, development of ASCC IMS documents and sample formats for all ASCC documentation. The *ASCC Handbook*, produced annually by the ASCC MC, contains the National Directors' yearly direction for ASCC as a whole, specific directives for each ASCC WP and details of each WP's members, projects and IMS agreements.

2.8. Other English Speaking Nations Standardization Organizations. Part of the CM's or delegates' duties may include liaising with other standardization organizations. Here are the three other major groups and a short description of what they do and points of contact for more information.

2.8.1. American, British, Canadian, Australian Armies (ABCA Armies). ABCA is an IMS organization similar to the ASCC, which focuses on interoperability between land forces (NOTE: New Zealand Army is not a full member of ABCA Armies charter). Like ASCC, ABCA was established in 1947 and dedicated to promoting and coordinating standardization to achieve a capability for combined operations. ABCA WPs are known as Quadripartite Working Groups (QWGs) and they develop and promulgate agreements called Quadripartite Standardization Agreements (QSTAGs). The US Army Materiel Command manages US participation in ABCA. USAF receives proposed QSTAGs, QWG meeting agendas and minutes called MFRs for review and comment. The Army uses these USAF comments (called a position) to formulate the joint US position to ABCA. The USAF limits its involvement in ABCA Armies to those QWGs concerned with air power issues. The *ABCA Armies Standardization Program Handbook* contains more details on the organization and its functions.

2.8.2. Australia, Canada, New Zealand, United Kingdom, United States Navies (AUSCANNZUKUS). Designed to promote interoperability between naval forces, AUSCANNZUKUS is also an IMS organization similar to ASCC. The aim of this organization is to ensure allied naval units have sufficient command, control, and communications (C3) interoperability to be able to effectively participate in all forms of combined naval operations. All members of AUSCANNZUKUS are part-time with the exception of the Permanent Secretary. The Permanent Secretary position is a rotational billet, shared between Canada, Australia, United Kingdom, and New Zealand. The Secretary is located in the Pentagon. The *AUSCANNZUKUS Handbook 1* contains more detailed information.

2.8.3. Combined Communication Electronic Board (CCEB). The CCEB membership includes the heads of the respective national military inter-service communications-electronics (CE) organizations of AS, CA, NZ, UK and US. The board is responsible for coordinating military CE requirements referred to it by a participating nation. The ASCC MC and the CCEB Washington Staff maintain a liaison, review each others reports and documents, identify CE matters that might be significant to the other organization and meet to discuss items of mutual interest. The Joint Staff's Military Communications Electronic Board (affiliated with J-6 - Director for C4) administers the US participation in the CCEB.

2.8.4. The Technical Cooperation Program (TTCP). TTCP is an agreement between the same countries as ASCC to share defense research and development technology encompassing pure and applied research and exploratory development. TTCP conducts its business through a series of technology oriented groups which often have Service representatives. USAF liaison with TTCP usually occurs through CM/Project Officer contact within national research agencies and with Service representatives on groups. SAF/IAQ manages the USAF participation in TTCP.

Chapter 3

RESPONSIBILITIES OF PARTICIPANTS IN INTERNATIONAL MILITARY STANDARDIZATION

3.1. Purpose. The IMS process involves many people and organizations at the national and international level. A large part of USAF success in IMS will depend upon proper coordination with national and international participants and organizations. This chapter outlines the roles and responsibilities of the IMS participants and organizations.

3.2. The Lead Service . CJCSI 2700.01 requires a lead service or defense agency manage US IMS activities. A summary of lead service responsibilities can be found in Chapter 1 of this AFI. The lead service through the Head of Delegation (HoD) or Coordinating Member (CM) will coordinate the ratification process of IMS agreements by:

- Keeping interested services, commands and agencies informed at appropriate milestones.
- Coordinating and collating comments of interested parties.
- Sending the final draft document to interested parties for subscription.
- Informing the IMS organization of the details of the US ratification decision.

3.3. USAF International Standardization Office (HQ USAF/XOOX-ISO). HQ USAF/XOOX-ISO, a part of the Air Force Regional Plans and Issues Division

(HQ USAF/XOOX) reports to the Director of Operations and Training (HQ USAF/XOO). See paragraph **1.3.1.** for contact information. HQ USAF/XOOX-ISO has the primary responsibility for administering Air Force and, in some cases, US participation in IMS. As delineated in AFI 60-101, para. 2.2, HQ USAF/XOOX-ISO is the authority for assigning and approving members of US national delegations to NATO MAS (Air) and ASCC international standardization working parties, including Technical Assistants or Advisors, Heads of Delegation, Coordinating Members, and Principal US Representatives. HQ USAF XOOX-ISO and SAF/IAQ coordinate on CNAD/NAFAG matters. HQ USAF/XOOX-ISO does not provide technical subject matter expertise to the working parties. It is the head of delegation's responsibility to identify subject matter experts. The USAF delegates to IMS working parties or groups are HQ USAF/XOOX-ISO's customers. HQ USAF/XOOX-ISO personnel ensure USAF meets its obligation as a lead service by filling the following roles:

3.3.1. General. Act as the administrative agent and primary advocate for USAF participation in the ASCC, NATO MAS, AUSCANNZUKUS and ABCA IMS programs.

3.3.2. IMS Process. Establish policy, give guidance and manage USAF participation in these five IMS programs as well as assist MAJCOMs, numbered Air Forces and others with the development of IMS agreements.

3.3.3. Test Project Agreement Program. Administer the NATO and ASCC Equipment Loan Programs (generally referred to as Test Project Agreements).

3.3.4. Policy Objectives. Monitor and evaluate participation in IMS organizations to make sure US and USAF meet their objectives.

3.3.5. Records Retention. Act as the office of record for USAF participation in ASCC, NATO MAS and ABCA by keeping files on agreements, policy, procedural documents, and general correspondence.

3.3.6. Liaison with Other US Standardization Management Activities (SMAs). Maintain liaison with the USAF Departmental Standardization Office and other services on international standardization activities.

3.3.7. NATO MAS (Air) Representative. Works with the USAF Representative to NATO MAS (or USDELMAS/USAF).

3.3.8. ASCC Support. Provide the USAF representative to the ASCC Management Committee and the USAF A/Stand. Also, USAF will provide office space and local office logistics support to the ASCC Management Committee.

3.3.9. Support to IMS Activities. In support of IMS activities and US IMS Working party delegations, AF/XOOX-ISO will:

- Ensure as much as practical, IMS responsibilities are assigned to the Standardization Management Activities (SMAs) listed in the Defense Standardization Program (DSP) Standardization Directory (SD-1).

- Coordinate the assignment of USAF Action Offices for those IMS activities not assigned a permanent USAF presence.

- Train and provide guidance to USAF IMS delegates and Action Offices.

- Coordinate the assignment of individuals to be NATO HoDs, NAFAG Representatives and/or ASCC CMs.

- Review WP (or panel or group) reports, agenda, directives and other correspondence to ensure timely action and dissemination of information.

- Track USAF IMS suspense action items and maintain a suspense listing.

3.3.10. TDY Funding of IMS Activities. Provide TDY funding for the USAF terminologist, and HoDs and CMs assigned to HQ USAF, the Secretary of the Air Force (SAF), Chief of Staff of the Air Force (CSAF) direct reporting units (DRUs), and HQ USAF Field Operating Agencies (FOAs) to attend NATO and ASCC WP meetings. When funding is available through the USAF DepSO and/or HQ USAF/XOO, XOOX-ISO will also provide TDY funding for all other USAF assigned HoDs and CMs to attend official IMS WP international meetings.

3.3.11. ISA Document Coordination. Forward US or USAF positions and comments on standardization matters (as required) to the proper coordinating agency -- NATO MAS, ASCC, US Navy, US Army, SAF/AQ, and SAF/IA.

3.3.12. USAF Departmental Standardization Office. Secure the assistance of and liaise with the USAF DepSO to:

- Ensure Action Offices of all US services appropriately support and participate in international meetings, studies and projects.

- Identify USAF funding requirements USAF participation in IMS activities by submitting an annual budgetary requirements report for AF/XOOX-ISO IMS activities.

- Respond to evolving IMS initiatives and queries.

- Coordinate the assignment of international Standardization Management Activities (SMAs).
- Coordinate with the other services/agencies Standardization Offices the designation of members of other services/agencies as HoDs and CMs (or delegates) to USAF sponsored IMS working parties.

3.3.13. ISA Preparing Activity. As designated in the SD-1, HQ USAF/XOOX-ISO or USDELMAS/ USAF will process all USAF related IMS documents sponsored by NATO MAS, NATO Air Force Armaments Group (NAFAG) and the ASCC, including NATO STANAGs in the 3000 and 7000 series as listed in the Department of Defense Index of Specifications and Standards (DoDISS). Other IMS documents may be processed on a case-by-case basis.

3.3.14. CNAD/NAFAG ISAs. Regarding the processing of NAFAG international standardization agreements, establish policy and administer the processing of international standardization agreements developed within NAFAG.

3.3.15. Non-Government Standards (NGS) Adoption. When requested by appropriate authority, HQ USAF XOOX-ISO will act as the Adopting Activity for NGS in accordance with DoD 4120.3-M, Defense Standardization Program (DSP) Policies and Procedures. HoDs / CMs should contact AF/ XOOX-ISO for assistance when preparing the appropriate documents for this process.

3.4. USAF Representative to NATO MAS (USDELMAS/USAF). The USAF Representative to the Air Board and an administrative assistant manage the USDELMAS/USAF office in HQ NATO, Brussels. USDELMAS/USAF is responsible to the HQ USAF/XOOX and is part of HQ USAF/XOOX-ISO. The Air Board Member is the primary US point of contact for US delegations attending meetings at HQ NATO for which the USAF is designated as the "Lead Service." US delegations to CNAD/NAFAG meetings may also contact USDELMAS/USAF for assistance. The USDELMAS/USAF will:

3.4.1. Primary Role. Serve as the US national representative to the Air Board and, as a minimum, perform the functions listed in the NATO MAS Administrative Instructions (MASAI) for service board members.

3.4.2. Promote US positions. Formulate and present US positions, act as the chief negotiator, national voting member and single point of contact with the NATO MAS and Air Board on all relevant IMS activities.

3.4.3. HQ USAF Coordination. Provide information, analysis, and recommendations to HQ USAF/ XOOX on standardization trends, formulate current objectives and resolve problem areas within the MAS and CNAD/NAFAG.

3.4.4. IMS Issues Coordination: Coordinate USAF and NATO positions on IMS issues with WP HoDs and HQ USAF/XOOX-ISO.

3.4.5. Reporting: At a minimum, provide a written, monthly activities report to HQ USAF/XOOX. In general, regular contact with HQ USAF/XOOX-ISO concerning NATO IMS activities should be maintained.

3.4.6. Document Control. Prepare and distribute MAS correspondence and MAS and NAFAG IMS documents to US Action Offices and HQ USAF/XOOX-ISO, as required.

3.4.7. Assistance to US Delegations. Provide protocol support, administrative assistance, and administrative guidance to US delegates to Air Board sponsored WPs, committees, panels, or other meetings. Assistance to US delegates to CNAD/NAFAG and NPC activities my also be rendered.

3.4.8. Responsibility to USMILREP. Serve as primary USAF Advisor to US Military Representative (USMILREP) to the MC on MAS issues.

3.4.9. MAS Air Board. Serve as MAS Air Board primary representative to selected WPs on behalf of the Air Board.

3.4.10. CNAD/NAFAG Coordination. Coordinate with the Armaments Cooperation Division of the US Mission to NATO and/or the International Staff to ensure international standardization agreements developed by NAFAG are processed by the USAF using the same policies and procedures as used for NATO MAS agreements.

3.4.11. Lead Service Support. As defined by CJCSI 2700.01, the USAF may be designated the "Lead Service" to support other NATO Working Parties and/or Committees (such as the NPC). USDELMAS/USAF will provide support to US delegations for the administrative processing of international standardization agreements for all NATO working parties and committees for which the USAF has been designated "Lead Service." Other services may be provided on a case-by-case basis as determined by HQ USAF/XOOX-ISO and USDELMAS/USAF.

3.5. Major Commands (MAJCOM). MAJCOMs are responsible for evaluating and implementing the IMS agreements to which USAF subscribes. The MAJCOMs will:

3.5.1. Participate in IMS Activities. Provide support and representation, as directed by HQ USAF, for USAF participation in IMS activities.

3.5.2. Comment on Draft ISAs. Provide MAJCOM comments and positions on pending IMS agreements to the HoD or CM, as requested.

3.5.3. Implement ISAs. Implement all US ratified standardization agreements effecting their operations.

3.5.4. Requests for Deviation from US Ratified ISAs. MAJCOMs will refer requests for authorization to deviate from an IMS agreement to HQ USAF/XOOX-ISO.

3.5.5. Promote MAJCOM IMS Objectives. Recommend to the proper HoD, CM, NAFAG AIR Group Representative (NAGR), HQ USAF/XOOX-ISO, or USDELMAS/USAF any proposed standardization study or project that promotes IMS objectives.

3.5.6. Funding. Provide TDY funds for IMS delegates assigned to HQ MAJCOMs to attend working party meetings as necessary.

3.6. Action Offices. HQ USAF/XOOX-ISO will assign offices, known as Action Offices, with overall USAF responsibility for specific functional areas to provide HoDs, CMs and IMS representatives. Action Offices will be sourced from appropriate offices and agencies of the SAF, Air Staff, MAJCOMs, FOAs and DRUs. Action offices will:

3.6.1. Personnel Support. Nominate qualified individuals as HoDs or CMs for NATO MAS Air Board and ASCC WPs by letter to HQ USAF/XOOX-ISO when requested. Also notify HQ USAF/XOOX-ISO of the names of other IMS representatives as required.

3.6.2. Training. Arrange with HQ USAF/XOOX-ISO for the indoctrination and training of HoDs, CMs and other IMS delegates and representatives.

3.6.3. TDY Funding. Fund TDY travel for IMS delegates and representatives to attend WP meetings, if required.

3.6.4. Suspenses. Ensure delegates and representatives work IMS action items in a timely manner.

3.6.5. Position Statements. Formulate and provide USAF positions on NATO MAS Army and Naval Board WPs, ABCA QWGs activities and other IMS issues when tasked by HQ XOOX-ISO.

3.7. Head of Working Parties. The NATO MAS Head of Delegation (HoD), NATO Air Group Representative (NAGR) and ASCC Coordinating Member (CM) have a vital role in the success of US IMS efforts. HQ USAF/XOOX-ISO will coordinate the appointment of HoDs and CMs. SAF/AQ appoints the US National Representative to the NATO Air Force Armaments Group (NAFAG). Organizations nominate personnel to serve as a head of delegation through the nominee's supervisor to USAF/XOOX-ISO. A formal appointment letter will be prepared documenting an appointment as head of the US national delegation. Generally a person serves as the head of the delegation for as long as they remain associated with a WP, unless a new head of delegation is appointed by the appropriate authority. HoDs, NAGRs, and CMs will perform the following functions:

3.7.1. Leadership of WP. Act as the head of the US delegation to a WP meeting. In this position, they are the only individuals authorized to speak for the United States regarding WP issues. They may only speak for the US on those issues coordinated with all concerned services and defense agencies. Although other members of a working party may make presentations at a WP meeting, the official authority to "speak for the US" may not be delegated by the HoD or CM except as coordinated with HQ USAF/XOOX-ISO.

3.7.2. Agenda Coordination. On receipt of a meeting agenda, review and determine the US and USAF position on major issues and agenda items by obtaining other service or agency positions.

3.7.3. Working Party Membership. Identify and coordinate the participation of appropriate subject experts to form the US delegation to attend the WP meeting. HoDs, NAGRs, and CMs will coordinate, as required, with HQ USAF/XOOX-ISO and the USDELMAS/USAF office.

3.7.4. IMS Working Party National Pre-meeting. Hold a US delegation pre-meeting (either face-to-face, video-teleconference, or telephone conference) before the WP meeting to formulate US positions on each agenda item. For some WPs, it may be possible to complete pre-meeting preparation secretarially. Review with the members of the US delegation, their assigned responsibilities (drafting committee, representative on a subgroup or panel, etc.).

3.7.5. Technical Office of Primary Responsibility. The HoD serves as the USAF technical office of primary responsibility in the specific IMS area. The HoD is required to identify and coordinate standardization matters with other interested services, DoD and US Government agencies, industry, MAJCOMs and HoDs/CMs of other participating nations. NOTE: C4 standardization matters (command, control, communications and computers) should be coordinated with the US Military Communications Electronics Board (MCEB).

3.7.6. National Position Statements. With the assistance of the US delegates and Action Offices, formulate US ratification and implementation positions for IMS agreements and send them to the USAF Air Board Member (for NATO MAS Air Board or NAFAG generated agreements only) and HQ

USAF/XOOX-ISO. Use US joint publications as the basis of US national positions for developing, ratifying and implementing IMS agreements, where appropriate. See Chapter 4 for more detail.

3.7.7. Suspense Updates. Provide action item suspense updates to HQ USAF/XOOX-ISO (and USDELMAS/USAF for NATO IMS issues).

3.7.8. National Implementation of ISAs. Incorporate the required provisions of and updates to the IMS agreement into the appropriate US and USAF implementing documents.

3.7.9. Test Project Agreements. Act as the focal point for any international equipment loans (TPAs) falling within the functional area of the WP. This responsibility may be delegated to others as coordinated by the HoD, NAGR or CM with HQ USAF/XOOX-ISO.

3.7.10. Terminology Updates. Coordinate IMS documents containing terms and definitions with the USAF terminologist.

3.7.11. Long Range Planning. Wherever possible, a three to five year long range plan should be developed by the US delegation to IMS activities to best support US goals and interests.

3.8. Other IMS Delegates. Delegates who are not the HoD, NAGR, or CM, but are members of a WP delegation, have many of the same responsibilities as the HoD. Unique responsibilities include:

3.8.1. Technical Expertise. Provide technical and administrative support to the HoD or CM for WP meetings as directed by the HoD, NAGR or CM.

3.8.2. Participation in IMS meetings. Participate in discussions at meetings as directed by the HoD, NAGR or CM. Coordinate all planned actions with the HoD, NAGR or CM in advance.

3.8.3. Post-meeting Requirements. Assist the HoD, NAGR or CM in completing action items required as a result of a meeting or report.

3.8.4. Service Subscription. Provide HoD or CM with Service or Agency subscription position as required.

3.8.5. Implementation. Designate appropriate implementation document and implementation data as required.

3.8.6. Document Currency. As required, research and or maintain the current status of US implementing documents and ISAs.

3.8.7. Funding. Provide their own TDY funds when attending a WP meeting.

3.9. Contact USDELMAS/USAF. The USAF NATO MAS Air Board member can be contacted through HQ USAF/XOOX-ISO or by writing to USDELMAS/USAF, PSC 80 Box 500, APO AE 09724. The fax number to the Air Board Member in Brussels, Belgium is 011-32-2-707- 1424 and the telephone number is 011-32-2-707- 1477/76. DSN is (314)365-9477/76. DSN fax is (314)365-9424. E-mail capability is fully functional at USDELMAS/USAF offices.

3.10. US Representatives to NAFAG AIR Groups . The US Representative to a NAFAG AIR Group responsible for development of an international standardization agreement will fulfill all the responsibilities delineated inparagraph **3.7.** above.

Chapter 4

THE INTERNATIONAL MILITARY STANDARDIZATION PROCESS

4.1. Purpose. Each organization has different procedures for developing and ratifying IMS agreements. However, the overall processes are similar. This chapter describes in general terms the NATO and ASCC document creation processes.

4.2. Developing IMS Agreements. Development of an IMS agreement begins with a proposal to standardize a particular aspect of multinational operations, a specific weapon system or system component, or a logistical support item or process. The purpose of standardization is to increase operational effectiveness and/or economize effort.

4.2.1. NATO Proposal System. NATO MAS uses the proposal system to develop Standardization Agreements (STANAGs) and Allied Publications (APs). Any NATO Nation or Major NATO Command can submit a proposal for standardization to the MAS. The appropriate service board will check the proposal for duplication of effort, military necessity and adherence to the organization's policy. This validation process is accomplished through the use of a validation questionnaire sent to the nations. At this point, nations and MNCs provide their inputs. If sufficient consensus exists on the need to develop a standard, the service board will task the WP to develop a STANAG or AP. Alternatively, the proposal validation process can be accomplished during a WP meeting. In this case, the validation questionnaire is provided to the service board with a recommendation. If the proposal passes the validation process, the service board will open a Study, assign a Study number, and appoint a custodian. From this point, the WP becomes the focal point for developing the IMS agreement, known at this stage as a Study. The service board will appoint a custodian to gather inputs from other national delegates and draft a STANAG or AP. HoDs and custodians should refer to NATO Allied Administrative Publication 3 (AAP-3), *Procedures for the Development, Preparation, Production and the Updating of NATO Standardization Agreements and Allied Publications*, and Military Agency for Standardization Administrative Instruction (MASAI).

4.2.2. ASCC Project System. ASCC uses a project system to develop Air Standards and Advisory Publications. A member nation (or National Director) can propose the creation of a project to evaluate the extent or need for further standardization in a particular area. The proposed project covers a specific topic in the WP purview according to the WP's Directive. Each nation validates the need for the project. Once approved, each CM appoints a member of the national delegation as project officer to study the subject. One of the nation's project officers will also serve as custodian for the project and any AIR STDs or ADV PUBs developed under the project. The custodian will lead the project development effort and compile revisions and updates to the AIR STD or ADV PUB. For more details on development of ASCC agreements and the project system see the ASCC Instructions.

4.2.3. Custodian of IMS Agreement. A USAF delegate assigned as the custodian of an IMS agreement is key to developing the agreement and keeping it current through revisions or amendments. When in the preliminary stages of developing an agreement, revision or amendment, the custodian must coordinate directly with the delegates from the other nations and the US Air Force Terminologist. The HoD, CM or custodian should send an information copy of correspondence with other nations to HQ USAF/XOOX-ISO to update the action item suspense list. The custodian must take particular care to ensure IMS agreements are properly documented in national implementing documents.

4.2.4. National Review. Once the custodian or project officer(s) drafts an IMS agreement, they send it to each national HoD or CM from the WP requesting the other nations review and comment on the draft. The custodian or project officer incorporates these comments into a second draft and sends it to the HoDs or CMs for review and comments again. This draft and review process may take several cycles before the proposed IMS agreement is acceptable to all or most of the nations. Frequently, (for NATO IMS documents) the final Study Draft or proposed Ratification Draft is reviewed by the WP in session prior to delivery to the tasking IMS authority. When the document is acceptable to all or most of the nations, the WP turns the document over to the tasking IMS authority (NATO MAS service board or ASCC MC).

4.2.5. Ratification Review. The IMS authority circulates the IMS agreement to the nations and requests ratification, national implementing documents and implementation dates. When all nations (or a sufficient number, as determined by the IMS authority) have returned their national ratification details, the tasking authority promulgates and publishes the IMS agreement. The custodian or project officer keeps the document current by drafting revisions and amendments when needed. WPs continually review promulgated IMS agreements for validity.

4.2.6. NAFAG Process for IMS Review. Within NAFAG the development of STANAGs is the responsibility of the AIR Group cognizant of related activity. When a NAFAG AIR Group undertakes development of a STANAG, a working group is typically formed to prepare the agreement. After the AIR Group is satisfied with the proposed STANAG it is provided to the Defense Support Division of the International Staff for ratification processing. The Assistant Secretary General for Defense Support provides the STANAG to the nations for ratification. After an adequate number of Nations have ratified the agreement, it is provided to the NATO MAS for promulgation. Any US AIR Group representative, assigned as the custodian of the IMS agreement, is responsible for ensuring development of the agreement and keeping it current through revisions or amendments.

4.2.7. Coversheeting. Occasionally, one IMS organization will adopt another standardization organization's or member nation's agreement in its entirety in a process known as "coversheeting." The standard in question may be from a military, industrial, governmental, or international commercial standardization organization. For example, ASCC might take a NATO STANAG and reissue it with a cover-sheet designating it as an ASCC AIR STD. ASCC, NATO, and ABCA all cover-sheet IMS agreements.

4.3. Negotiating Agreements. The HoD, CM, or NAGR oversees US involvement in developing and negotiating IMS agreements. US Joint Publications related to WP documents must be the basis for US IMS positions as stipulated by CJCSI 2700.01:

4.3.1. Implementation of ISAs. An IMS agreement entered into by USAF and the other services is a good faith commitment requiring implementation subject to any stated reservation. Although not necessarily the "signature authority" of an IMS agreement, USAF HoDs, NAGRs, and CMs act for the entire USAF and other services. Consequently, thorough and proper coordination within USAF and other services is essential. NOTE: Unlike most other IMS agreements, IMS agreements that provides for mutual support or cross-servicing of military equipment, ammunition, supplies, and stores or for mutual rendering of defense services, including training, is considered to constitute an international agreement. International agreements require compliance (source: DoDD 5530.3, International Agreements) and are legally binding. Close coordination with HQ USAF/XOOX-ISO and Air Force

Assistant General Counsel for International Matters and Civil Aviation (SAF/GCI) is required when negotiating and ratifying these types of agreements.

4.3.2. Consistency with US Requirements. HoDs, NAGRs, and CMs negotiating standardization agreements in either materiel or non-materiel areas must make sure the agreements are consistent with appropriate US systems, doctrine and policies. Specifically, they must be cognizant of US policy regarding the use of voluntary consensus standards (as documented in DoD sponsored specification standards reform program).

4.3.3. Creation of a US National Implementing Document. HoDs, NAGRs, and CMs negotiating standardization agreements in areas where there are no existing US or USAF documents in coordination with the document custodian must identify the agency to publish an implementing document and determine the time table for the implementing documents' completion.

4.4. Ratifying and Subscribing to Agreements. Ratification of an IMS agreement or document is the declaration of a nation's formal acceptance, with or without reservation, of the content of a standardization agreement. Subscription is a service or agency agreement to accept and abide by, with or without reservation, the content of a standardization agreement. Nations ratify while Services and Defense Agencies subscribe.

4.4.1. NATO Ratification Requests. A HoD or NAGR and all services will receive ratification requests for NATO IMS agreements either from HQ USAF/XOOX-ISO or USDELMAS/USAF. The tasking letters will direct the Army, Navy and Marine Corps delegates to send their service's subscription position, any recommended reservation or comments, and a recommended implementation document (if any) and date to the HoD or NAGR by the suspense date. The tasking office will also send the HoD or NAGR an AF FORM 4019, International Standardization Agreement Ratification & Implementation Data Sheet and an AF FORM 4020 Continuation Sheet (sample at Attachment 3). The HoD or NAGR must complete and returned the AF FORM 4019 and AF FORM 4020 to USDEL-MAS/USAF (with a copy to HQ USAF/XOOX-ISO) by the suspense date. Reservations or comments that are not aligned with established joint doctrine must be resolved prior to submission to USDEL-MAS/USAF. USDELMAS/USAF will review the positions for consistency with known US policies and procedures prior to forwarding the position to the MAS Air Board Secretariat for MAS originated agreements, and to the International Staff for NAFAG originated agreements (with a copy to Armament Cooperation Division of the US Mission to NATO).

4.4.2. Signature authority for NATO MAS IMS documents: HQ USAF/XOO is appointed by the USAF Chief of Staff as CSAF's official standardization representative and AF/XOO is recognized by the USAF DepSO through AFPD 60-1 as the USAF military standardization official. Once a HoD has submitted a completed AF FORM 4019 and AF FORM 4020 to USDELMAS/USAF, USDELMAS/ USAF formats the information in accordance with NATO publication AAP-3. Once properly formatted, HQ USAF/XOO authorizes USDELMAS/USAF to sign the actual cover document that is forwarded to the MAS Air Board.

4.4.3. ASCC Ratification Package. For ASCC documents, HQ USAF/XOOX-ISO will send the CM a ratification instruction package which will include an AF FORM 4019 and AF FORM 4020. Completion of this sheet provides the documentation which ensures all IMS agreements have been thoroughly and properly staffed. The CM will collect/coordinate appropriate service responses to the ratification request. The USN A/Stand will obtain the Department of the Navy position if it is not possible for the CM to obtain it. The CM formulates the US (Air Force, Army, Marine Corps, Navy and

appropriate Defense Agencies) ratification position and forwards the completed package to HQ USAF/XOOX-ISO. HQ USAF/XOOX-ISO will review the completed package for consistency with known US policies and procedures prior to forwarding the position to the ASCC Management Committee. The CM must work closely with all Military Services' and Defense Agencies' delegates to get their positions in advance of the suspense date. The CM should inform HQ USAF/XOOX-ISO if they anticipate a delay in meeting the suspense. If 30 days past the suspense date one service still has not responded, the CM should consider submitting a US ratification position reflecting a non-subscription for the tardy service. If and when the CM gets a subscription position from the service, notify HQ USAF/XOOX-ISO who will update the US national position with the ASCC MC.

4.4.4. Signature authority for ASCC IMS documents. HQ USAF/XOO is appointed by the USAF Chief of Staff as the CSAF's official standardization representative and is further recognized by the USAF DepSO through AFPD 60-1 as the USAF military standardization official. Once a CM has submitted a completed AF FORM 4019 and AF FORM 4020 to HQ USAF/XOOX-ISO, HQ USAF/XOOX-ISO prepares a ratification letter per the ASCC Instructions. HQ USAF/XOO delegates the authority to sign ASCC IMS documents to the Chief of the International Standardization Office (as USAF ASCC Assistant for Standardization) on behalf of the US ASCC National Director (HQ USAF/XOO). Likewise, the USN ASCC Assistant for Standardization is authorized to sign ASCC IMS documents on behalf of the US ASCC National Director (HQ USAF/XOO).

4.4.5. Service Positions. For IMS delegates/Action Offices to NATO MAS Army or Naval Board WP or an ABCA QWG or other IMS activity, HQ USAF/XOOX-ISO or USDELMAS/USAF will task them to formulate a USAF ratification position on a particular IMS document. With the tasking letter, HQ USAF/XOOX-ISO or USDELMAS/USAF will send an AF FORM 4019 and AF FORM 4020 for completion and return by the suspense date. In general, the action office will be tasked to respond directly to the IMS activity with an information copy to be sent to HQ USAF/XOOX-ISO and USDELMAS/USAF (for NATO taskings).

4.4.6. Guidelines When Formulating a USAF or US National Ratification Position. HoDs, CMs, NAGRs, IMS delegates and IMS representatives should use these guidelines when formulating an USAF or US national ratification position.

4.4.6.1. Confliction with Other Guidance. The US and USAF will not subscribe, ratify or support the adoption of any standard that conflicts with US military or US and international civil practices, unless a peculiar military operational requirement exists or a civil standard is unacceptable for military use. The US and USAF will not adopt an agreement that conflicts with other ratified standardization agreements.

4.4.6.2. Ratification Options. The US and USAF have these options when ratifying an IMS agreement:

- Ratify or Subscribe without reservations.
- Ratify or Subscribe with stated reservations. A reservation is a stated qualification by a nation describing the part of a standardization agreement it will not implement or will implement only with limitations. Reservations can be applicable to one Service or the entire US military. Reservations must be clear, and concise.
- Not ratify or subscribe. State the reasons for not ratifying or subscribing, to include due to no interest (while interposing no objection to other services' subscription).

4.4.6.3. No Intention to Implement. If there is no intention to implement a standard, USAF policy is to not ratify. If there is no objection to others ratifying, the non-ratification statement should state "USAF will not subscribe due to no interest (or no intention to implement) the subject document. USAF does not object to other nations (or services) ratifying/implementing the subject document." Exceptions to this policy must be coordinated with HQ USAF/XOOX-ISO and/or USDELMAS/USAF.

4.4.6.4. Interservice-Interagency Coordination. The US ratification positions must include a position for all three service components -- land, sea and air. The components may have the same or different subscription position. If a particular service has no interest in a subject IMS document, the AF FORM 4019 must document the inter-service coordination and include a statement of non-interest by that service.

4.5. Implementing and Complying With Agreements. When tasked to formulate a US national or USAF position, the HoD, CM, NAGR or Action Office must identify an implementing document and implementation date. Each service fulfills its obligations in an IMS agreement through implementation. DoD implements IMS agreements through US national military documents (regulations, field manuals, etc.) Implementing Services and Agencies will ensure the implementing document is annotated as implementing an IMS agreement and amended to support the IMS agreement if required. Where-ever possible, performance based specifications should be used in support of the ongoing DoD Specifications and Standards reform program. If possible, military specifications should not be used as national implementing documents. As an exception to policy, a service or the US could use the IMS agreement itself as the implementing document (i.e. a self-implementing standard) provided they properly distribute or make the document available to users. The implementation date is the date when US forces (supporting NATO for NATO agreements) will comply with the provisions of the IMS agreement.

4.5.1. Implementation Documents. The USAF Action Office must determine the proper USAF implementing documents and implementation dates. When formulating a US national implementing position, HoDs, CMs, or NAGRs must include pertinent information concerning the implementing document and implementing date for all subscribing services and defense agencies. The preparing activity of the implementing document must update the appropriate national implementing document by the international standardization agreement's implementation date.

4.5.2. Preparing Activity Notification. The HoD, CM, NAGR or other USAF Action Office determining the USAF implementing document must inform the national document's preparing activity which IMS agreement the national document implements. HoDs, CMs, or NAGRs must ensure the preparing activity completes any implementing document revisions by the international standardization agreement's implementation date. The update to the national document must include references to and provisions of the IMS agreement

4.5.3. Implementing Document Annotation of Inclusion in an ISA. In accordance with Military Standard 961 and Military Standard 962, preparing activities of military specifications or standards must show which IMS agreements they implement and that the specification or standard has international implications. When amending, revising or canceling an implementing document, the preparing activity must coordinate the changes with the appropriate HoD, CM, the NAGR and HQ USAF/XOOX-ISO prior to the implementing documents cancellation.

4.5.4. Requests for Deviations from ISAs. Services or MAJCOMs may not deviate from IMS agreements without prior consultation with the signatory nations. If a USAF organization deviates from an

USAF ratified international standardization agreement it must send a deviation request to HQ USAF/XOOX-ISO.

4.6. Releasability of ISAs. Working parties occasionally evaluate their IMS agreements for releaseability to non-member nations. NATO delegations will evaluate all NATO Unclassified STANAGs and APs for releaseability to Partnership for Peace (PfP) nations. NATO WPs will make a release recommendation to the appropriate service board. The service board will release the document only if there is a consensus (majority vote is not sufficient). US policy recommends all NATO Unclassified IMS agreements for release to PfP nations.

Chapter 5

EQUIPMENT LOANS

5.1. Loan Programs. NATO and ASCC have equipment exchange programs allowing for no-cost loans of equipment between member nations for the purpose of test and evaluation to further standardization. The US ratified NATO STANAG 3254, which defines the NATO equipment loan program. Nations prepare a Combined Test Project Agreement (CTPA) document for each loan of equipment under the program. The USAF and USN signed the ASCC Master Agreement for the Exchange of Equipment for Test Purposes which outlines the ASCC program. Nations prepare a Test Project Agreement (TPA) to document each individual loan of equipment. The US must follow the provisions of Section 65 of the US Arms Export Control Act (22 U.S.C. 2796d) when participating in NATO and ASCC equipment exchange programs.

5.2. Equipment Loan Policy. Loan programs are beneficial to the US and USAF standardization efforts. HoDs and CMs are the equipment loan focal points and should publicize these programs within the USAF. Equipment exchanged under these programs is normally operationally capable or fielded for operational use, and not items in research and development. Loaned equipment must be excess to US immediate operational requirements and cannot be strategic or critical material. HoDs and CMs must be able to articulate the benefits of each equipment exchange to the US or USAF. USAF will not normally enter into a loan of equipment valued at less than $20,000 unless the US expects a documentable gain in technical knowledge from the testing.

> 5.2.1. Cautions. HoDs and CMs must consider the security, technology transfer and impact on domestic industrial manufacturing capability of the equipment exchange. Each loan agreement will address these and other statutory and regulatory requirements. HoDs, CMs and project officers will contact their allied counterparts directly to ensure the proper test equipment, ancillary equipment and support are addressed in the TPA or CTPA. The USAF will transfer only information needed for basic operation and simple maintenance of the equipment for test purposes. If USAF or the borrowing nation must extend the loan duration, USAF and the borrowing nation may have to conclude a new agreement unless provisions for an automatic extension are included in the original CTPA or TPA. HoDs and CMs should work with their counterparts to ensure the borrowing nation can complete the testing in the specified loan period.

> 5.2.2. Test to Destruction. Certain types of testing will destroy the equipment as a result of the test. US law permits borrowing nations to test loaned equipment to destruction when there is sufficient benefit to USAF. The loan agreement must clearly authorize such tests. The borrowing nation must submit a certificate of destruction for all equipment tested to destruction or equipment accidentally destroyed during test. Equipment pre-positioned for the NATO Aircraft Cross-Servicing Program is not a loan of equipment and will adhere to guidelines prescribed in STANAG 3430.

5.3. Equipment Loan Process. Normally, requests for equipment loans should originate in the WP. For requests originated outside a WP, HQ USAF/XOOX-ISO will determine the HoD or CM with functional area responsibility and task that HoD or CM to work the request. The following steps outline the equipment loan process:

> 5.3.1. Loan Requests (NATO CTPAs). Potential borrowing nations submit equipment exchange requests through the US member of the appropriate NATO MAS Service Board (Air, Naval, or

Army). STANAG 3254 contains a standard exchange request format. HQ USAF/XOOX-ISO or USDELMAS/USAF will task the appropriate HoD to appoint a project officer. The project officer should be familiar with the technical details and availability of the equipment and provide HQ USAF/XOOX-ISO with requested information (copy the information to the HoD or CM).

5.3.2. Loan Requests (ASCC TPAs). Potential borrowing nations submit equipment exchange requests through the US member of the appropriate ASCC WP and as coordinated with the national A/Stands. HQ USAF/XOOX-ISO will coordinate with the appropriate HoD or CM to appoint a US project officer. The potential borrowing nation's ASCC National Director requests the loan of equipment from the potential lending nation's ASCC National Director. Prior to the official request being sent by the potential borrowing nation's National Director, the project officers should pre-coordinate all staffing items so that the official request can be processed in the most expeditious manner. The ASCC Instructions contain the standard request format. The project officer should be familiar with the technical details and availability of the equipment and provide HQ USAF/XOOX-ISO with requested information (copy the information to the CM).

5.3.3. Loan Agreement Staffing and Approval. HQ USAF/XOOX-ISO will assist in staffing the final approval on all CTPAs and TPAs. HQ USAF/XOOX-ISO will use the information provided by the project officer to prepare a draft loan agreement and supporting memorandums. Then HQ USAF/XOOX-ISO will coordinate these draft documents with the HoD or CM and the project officer. Technology transfer, legal and financial implications, security, impact on domestic industrial base and benefit of the loan to USAF are some of the items considered in these documents. Also, HQ USAF/XOOX-ISO will request review of the draft agreement from The Air Force's Assistant General Council for International and Civil Aviation Matters (SAF/GCI), the Air Force International Cooperative Programs Office (SAF/IAQ), the Air Force Disclosure Division (SAF/IAD) and other appropriate HQ USAF offices. When these reviews are complete, HQ USAF/XOOX-ISO will incorporate any comments received and send the final package to the Deputy Under Secretary for Defense (International Programs) for a 15-day review. At the end of the 15-day review, HQ USAF/XOOX-ISO will seek final approval signature from the Deputy Under Secretary of the Air Force (International Affairs). Once SAF/IA signs the agreement, HQ USAF/XOOX-ISO will send it to the allied nation for signature. After the borrowing nation signs the agreement, HQ USAF/XOOX-ISO will authorize the project officer to ship the equipment per the shipping instructions in the agreement. The HoD or CM and the project officer will monitor the equipment test progress for the duration of the loan period. They will notify HQ USAF/XOOX-ISO when they receive the equipment or a certificate of destruction (if required). Within 60 days of test completion, the borrowing project officer will produce a test report, coordinate it with the lending project officer and distribute it as approved by both nations. The borrowing nation will pay all costs to publish and distribute the test report.

Chapter 6

INFORMATION MANAGEMENT AND INTERNATIONAL MILITARY STANDARDIZATION

6.1. Purpose. Information management is an important aspect of producing standardization agreements. The purpose of this chapter is to detail how IMS information is procured and maintained. Standardized report formats are available by electronic transmission in WORD 6.0 format.

6.2. Suspense Listing. Once every three months HQ USAF/XOOX-ISO generates a suspense list showing all IMS action items overdue, due now or due in the future. HQ USAF/XOOX-ISO uses this list to calculate the success of the USAF actions to meet USAF obligations in IMS programs. HQ USAF/ XOOX-ISO updates the list when it receives replies to action items, receives the information copy based on action items from USDELMAS/USAF and inputs (telephone calls, faxes, e-mails, and letters) on other actions completed. When action offices receive the listing, they should review their portion and submit any updates.

6.3. POC List. Periodically, HQ USAF/XOOX-ISO publishes points of contact lists for the working parties under the NATO MAS Air, Army and Naval Boards, ASCC and ABCA. These are valuable tools for everyone. Action offices can use them to liaise with other offices standardizing similar areas in different IMS organizations. HQ USAF/XOOX-ISO relies heavily on them to make proper document distribution. Keep HQ USAF/XOOX-ISO informed of name, address, phone, fax, e-mail or office symbol changes.

6.4. IMS Files. Each Action Office should maintain current IMS files for their working parties. These files should include past correspondence dealing with the WP -- meeting reports, copies of the WPs existing and developing IMS agreements, and copies of the pertinent reference documents listed in Annex B. Action Offices may request replacements from HQ USAF/XOOX-ISO.

6.5. Security Procedures. Security procedures are as follow.

6.5.1. Classified Release Policy. USAF personnel involved in IMS must obtain authorization to release classified and unclassified US information to foreign personnel. AFI 16-201, AFH 16-202, DoD 5200.1R/ AFI 31-401, and DoD 5220.22R/AFI 31-601 provide guidance on the disclosure of information. SAF/IAD will provide further guidance on disclosure as needed.

6.5.2. Security Clearances. USAF personnel involved in IMS must have the appropriate security clearance for access to foreign and NATO classified information. USAF personnel must safeguard and handle classified information according to DoD 5200.1R/AFI 31-401, AFI 31-501, and AFI 31-401.

6.5.3. Visit Requests of Foreign Nationals. Foreign personnel wishing to attend IMS meetings in the US should request visit authorization through their embassy. SAF/IAD will specify what level of US information these individuals may view in the visit authorization.

6.5.4. ASCC Management Committee Members. HQ USAF/XOOX-ISO will obtain from SAF/IAD extended visit authorizations for the allied personnel assigned to the ASCC MC.

6.5.5. NATO Access. All delegates to NATO WPs must have authorization to access NATO classified information before attending a meeting. Even if the WP meeting is conducted at the NATO Unclassified level, a NATO Secret or higher security clearance is required for unrestricted access to

HQ NATO. Delegates can obtain a NATO security brief (per AFI 31-401) from their unit security manager. Assuming that an individual has a current US security clearance, a new security investigation is not required for a NATO security clearance.

6.6. Terminology Documents and Use. Each IMS organization has a terminology document explaining and defining terms used in each organization. These documents are NATO Glossary of Military Terms and Definitions (AAP-6) and ASCC Glossary of Terms and Definitions (AIR STD 85/1). ABCA uses NATO's AAP-6. Joint Pub 1-02 defines terms used by the US Services. USAF personnel should use terms as defined by the particular IMS organization. For help with terminology, contact the USAF Terminologist (HQ USAF Air Staff).

6.7. Document Printing and Distribution. There are different rules for the printing and distribution of the various documents produced in NATO, ASCC and ABCA.

6.7.1. NATO Documents. NATO MAS prints and distributes all STANAGs through national MAS/ DELs. The MAS frequently discusses printing and distribution of APs. MAS policy is for the custodian to provide five free copies of APs to each member nation and Major NATO Command (MNCs). Additional MNC requirements are frequently addressed on a bi-lateral basis between the MNCs and the custodian. However, certain large APs have special procedures. Contact USDELMAS/USAF for details.

6.7.2. ASCC Documents. Custodians for ratified ASCC documents will send them to the ASCC MC for printing and distribution.

6.7.3. Obtaining Copies of IMS Agreements. Copies of IMS agreements may be obtained as follows.

6.7.3.1. Unclassified NATO STANAGs, ASCC AIR STDs and ADV PUBs and ABCA Armies QSTAGs can be obtained from the Defense Publications and Forms Center (DPFC). DPFC is the DoD single stock point (DoDSSP) for unclassified IMS agreements and fills all DoD requests for these documents. As the DoDSSP for these documents, DPFC indexes them in a publication called the DoD Index of Specifications and Standards (DoDISS). NATO APs must be ordered through Service/Agency channels.

6.7.3.2. Ordering Instructions. To order from DPFC, write to the DoDSSP and provide your customer account number, the DoDISS document symbol, quantity desired (five maximum per document) and complete return address. Delivery takes 2 to 4 weeks. Requests from government agencies/ contractor (contractors must go through their DoD contracting office) to obtain IMS documents are filled without charge. Commercial companies or other organizations without a DoD contract must pay for requested documents. DoDSSP accepts payment by VISA and Master Card (including the government-wide Purchase Card). Document requests must be made by FAX or mail. FAX or mail your credit card orders (215) 697-1462. Check and M/O orders must be mailed to: DoDSSP, 700 Robbins Avenue Bldg. 4/D, Philadelphia PA 19111-5094. DoDSSP website address is: http://www.dodssp.daps.mil. Air Force Index 4, Section Q, lists certain procedural, doctrinal or administrative STANAGs and APs to which USAF subscribes. Order these through your Publications Distribution Office (PDO). For more information, contact the DoDSSP Special Assistance Desk at DSN: 442-2179 (Commercial 215-697-2667/2179).

6.7.3.3. Classified IMS documents. Classified publications should be ordered directly through the appropriate PDO which will query the release authority for approval. If you need more infor-

mation on obtaining a classified IMS document, send a written request with justification and proof of security clearance to HQ USAF/XOOX-ISO.

6.8. US and USAF Hosted IMS Meetings. The US hosts each ASCC WP meeting in rotation with the other nations (one meeting in five). NATO HoDs may occasionally volunteer to host a NATO Air Board WP meeting provided they have sufficient time, funds and French-English translation capabilities. When planning to host a meeting, the HoD or CM must:

- Coordinate all meeting activities with the hosting facility, HQ USAF/XOOX-ISO, each nation's delegation and the appropriate international agency (NATO MAS or ASCC MC).

- Complete all security and clearance arrangements before the meeting to include coordination through SAF/IAD or your local disclosure authority for release of USAF information. Specifically, inform each allied delegation of any added or planned visits so that the foreign clearance request may include such information.

- Arrange for administrative support to include meeting facilities, secretarial services (typing and reproduction), lodging, dining, local transportation, area information packages, local area maps and simultaneous interpretation (translation), as required.

JOHN P. JUMPER, Lt General, USAF
DCS/Air & Space Operations

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

AAP—Allied Administrative Publication (NATO)

ABCA—American, British, Canadian, Australian (Armies)

ADV PUB—Advisory Publication (ASCC)

AIR STD—Air Standard (ASCC)

AP—Allied Publication (NATO)

ASCC—Air Standardization Coordinating Committee

A/Stand—Assistant for Standardization (ASCC)

C4S—Command, Control, Communications and Computer Systems

CJCSI 2700.01—Chairman, Joint Chiefs of Staff Instruction No. 2700.01

CM—Coordinating Member (ASCC)

CNAD—Conference of National Armaments Directors (NATO)

CTPA—Combined Test Project Agreement (NATO)

DepSO—Departmental Standardization Office/Officer

DoD—Department of Defense

DoDISS—DoD Index of Specifications and Standards

DPFC—Defense Publications and Forms Center

DRG—Defense Research Group (NATO)

HoD—Head of Delegation (NATO)

IMS—International Military Standardization (NATO)

JSB—Joint Service Board

MAJCOM—Major Command

MAS—Military Agency for Standardization (NATO)

MASAI—MAS Administrative Instruction (NATO)

MC—Management Committee (ASCC)

MNC—Major NATO Command (NATO)

NAAG—NATO Army Armaments Group

NAFAG—NATO Air Force Armaments Group

NAGR—NATO Air Group Representative (NATO CNAD/NAFAG)

NATO—North Atlantic Treaty Organization

NNAG—NATO Naval Armaments Group

NSP—NATO Standardization Program

NSO—NATO Standardization Organization

OPR—Office of Primary Responsibility

QSTAG—Quadripartite Standardization Agreement (ABCA)

QWG—Quadripartite Working Group (ABCA)

SAF—Secretary of the Air Force

STANAG—Standardization Agreement (NATO)

TC—Terminology Coordinator (ASCC)

TOR—Terms of Reference

TPA—Test Project Agreement (ASCC)

TTCP—The Technology Cooperation Program

WP—Working Party

Terms

Action Office—Office with primary responsibility to conduct USAF participation in assigned international military standardization groups and activities.

Administrative Agent—An office within a military service tasked to manage that service's participation in an international military standardization program.

Advisory Publication—An informative international military standardization publication issued by the Air Standardization Coordinating Committee. It provides guidance instead of setting a standard.

Air Standard—A document, produced by the Air Standardization Coordinating Committee, used to record an agreement between member nations to standardize military doctrine, procedures, equipment, etc., in support of the ASCC objective.

Air Standardization Coordinating Committee—An international committee made up of general officers from the Air Forces of five English-speaking nations: Australia, Canada, New Zealand, the United Kingdom, and the United States. The purpose of this committee is to achieve standardization among member air forces.

Allied Publication—An informative or procedural publication issued by the North Atlantic Treaty Organization.

American, British, Canadian, Australian Armies—An international military standardization organization of the armies of the same five nations as in the Air Standardization Coordinating Committee, except New Zealand does not hold full membership and is represented by Australia.

Combined Test Project Agreement—A formal agreement that specifies the terms of an individual exchange or loan of equipment between member nations of the North Atlantic Treaty Organization.

Commonality—A quality which applies to materiel or systems:

a. Possessing like and interchangeable characteristics enabling each to be utilized, or operated and maintained, by personnel trained on the others without additional specialized training.

b. Having interchangeable repair parts and/or components.

c. Applying to consumable items interchangeably equivalent without adjustment. (Joint Pub 1-02). The North Atlantic Treaty Organization defines commonality as a state achieved when groups of individuals, organizations, or nations use common doctrine, procedures, or equipment.

Compatibility—Capability of two or more items or components of equipment or material to exist or function in the same system or environment without mutual interference.

Coordinating Member (CM)—The head of a national delegation to an Air Standardization Coordinating Committee working party who supervises and coordinates nationally all phases of the WP effort. The CM is the national spokesperson to the WP who presents coordinated national views. The CM ensures all interested agencies are given the opportunity to participate in the ASCC effort.

Custodian—The nation, service, command or other agency responsible for maintaining an existing international military standardization agreement or publication, for conducting studies, organizing projects, and developing proposals for standardization.

Head of Delegation (HoD)—The head of a national delegation to a North Atlantic Treaty Organization Military Agency for Standardization (MAS) working party (WP) who supervises and coordinates nationally all phases of the WP effort. The HoD is the national spokesperson to the WP who presents coordinated national views. The HoD ensures all interested agencies are given the opportunity to participate in the NATO effort.

Headquarters US Air Force International Standardization Office (HQ—USAF/XOOX-ISO) Administrative agent and primary advocate of USAF participation in the North Atlantic Treaty Organization Military Agency for Standardization, Air Standardization Coordinating Committee and American, British, Canadian, Australian Armies international military standardization programs.

Implementation—The fulfillment by a member nation of its obligations as specified in a standardization agreement. (JP 1-02)

Interchangeability—A condition which exists when two or more items possess such functional and physical characteristics as to be equivalent in performance and durability, and are capable of being exchanged one for the other without alteration of the items themselves, or of adjoining items, except for adjustment, and without selection for fit and performance.

Interoperability—The ability of systems, units or forces to provide services to and accept services from other systems, units, or forces and to use the services so exchanged to enable them to operate effectively together.

Materiel Standardization—That portion of the standardization program covering military equipment, supplies, design criteria and practices.

Member of the Delegation—Any Department of Defense representative (or consultant) who accompanies an Air Standardization Coordinating Committee coordinating member, North Atlantic Treaty Organization Head of Delegation, or principal US representative to a meeting in the capacity of technical assistant or advisor.

Military Agency for Standardization—The primary military agency in the North Atlantic Treaty Organization tasked with standardization.

Non-materiel Standardization—That portion of the standardization program covering procedures, concepts, doctrine and techniques.

Panels—A group created on the recommendation of a working party to study a particular problem area within the terms of reference of the parent WP.

Promulgation—The publication and official announcement of a standardization agreement that has been ratified (subscribed to) by several or all of the member nations in an international organization. The act of promulgation allows the terms of agreement and national positions of a publication to become known to participating nations.

Quadripartite Standardization Agreement—An American, British, Canadian, Australian Armies standardization agreement.

Ratification—The declaration by which a nation formally accepts, with or without reservation, the content of a standardization agreement.

Reservation—The stated qualification by a nation that describes the part of a standardization agreement that it will not implement or will implement only with limitations.

Standardization Agreement—The record of an agreement among several or all of the member nations of an international organization to standardize materiel or non-materiel areas.

Subscription—An agreement by a nation's Military Services to agree to accept and abide by, with or without reservation, the details of a standardization agreement.

Terms of Reference—The agreed scope, objective, tasks, and composition for operation of an agency, working party, panel, subcommittee, subgroup, etc.

Test Project Agreement—A formal agreement that specifies the terms of an exchange or loan of equipment between member nations within the Air Standardization Coordinating Committee.

Working Party—A group established by the Air Standardization Coordinating Committee or North Atlantic Treaty Organization Military Agency for Standardization to examine general subject areas for the purpose of developing ASCC air standards, ASCC advisory publications, NATO allied publications, NATO standardization agreements, or ASCC and NATO test project agreements.

Attachment 2

IMS REFERENCES DOCUMENTS

NATO

AAP-3: Procedures for the Development, Preparation, Production and the Updating of NATO Standardization Agreements (STANAGs) and Allied Publications (APs)

AAP-4: NATO Standardization Agreements and Allied Publications - List of all NATO STANAGs and APs by number and title

AAP-6: NATO Glossary of Terms and Definitions (English and French)

AAP-15: Glossary of Abbreviations used in NATO documents

Military Agency for Standardization Administrative Instructions (MASAI) and Air Board Supp-1

ASCC

ASCC Instructions

ASCC Handbook

ASCC AIR STD 85/1: Glossary of Terms and Definitions

ABCA (copy available in USAF/XOOX-ISO)

ABCA Armies Standardization Program Handbook

ABCA Armies Quadripartite Standardization Operating Procedures (QSOP)

USAF

AFPD 51-7, International Law

AFI 51-701, Negotiating, Concluding, Reporting and Maintaining International Agreements

AFPD 60-1, Operations and Resources Standardization

AFI 60-101, Operations and Resources

AFI 60-106: The United States Air Force International Military Standardization Program

AFPD 63-9, International Cooperative Research, Development and Acquisition of Defense Equipment and Materials

Joint Staff

CJCS Instruction 2700.01: International Military Rationalization, Standardization and Interoperability Between the United States and Its Allies and Other Friendly Nations

Joint Publication 1-02: Department of Defense Dictionary of Military and Associated Terms

DoD

Standardization Directory #3 (SD-3): A Guide for DoD Personnel Participating in NATO Standardization

DoD Directive 2010.6: Standardization and Interoperability of Weapons Systems and Equipment within the North Atlantic Treaty Organization (NATO)

DoD Directive 3100.3: Cooperation With Allies in Research and Development of Defense Equipment

DoD Directive 3100.4: Harmonization of Qualitative Requirements for Defense Equipment of the United States and Its Allies

DoD 4120.3-M: Defense Standardization Program (DSP) Policy and Procedures

Attachment 3

DRAFT AF FORM 4019 INTERNATIONAL STANDARDIZATION AGREEMENT RATIFICATION & IMPLEMENTATION DATA SHEET

1. Agreement No. and Title: _____

_____

_____

2. (Check appropriate entry) The ____ Air Force_____ Army_____ Marine Corps_____ Navy
____(other)_____ Department of Defense will:

___a. Not subscribe to the subject agreement/amendment.

___(1) Until enclosed comments have been resolved by the proper panel, group and/or working party.

___(2) Due to no interest, but has no objection to other Services or agencies ratifying.

___b. Subscribe to the subject agreements

___(1) With suggested editorial comments (enclosed)

___(2) With reservations specified on the (enclosed)

___(3) Without comments or reservation.

3. The U.S. (AF) expects to achieve the following level of standardization with its allies in the area covered by this agreement.

___a. Compatible

___b. Interchangeable

___c. Interoperable

___d. Compatible

IMPLEMENTATION

4. Action to implement subject agreement is required by appropriate DoD Agencies and Services by incorporating the provision of agreement in appropriate U.S. documentation. (Service regulation, MIL-SPECs, STDs, etc).

___a. The subject agreement is fully implemented in the below listed documents. Further actions are not required.

___b. The U.S. documentation listed below will implement this agreement, we will change/revise it (then) by the date(s) indicated.

___c. There is no existing document. The document can be prepared and published _____(number of months) from date of agreement promulgation.

___d. _____ is the agency responsible for implementation.

IMPLEMENTING DOCUMENTS

Number	Title and Proponent	Date Mo/Yr.	Proposed Change/Revise/Publish Mo/Yr

_____

_____

_____

5. Defense Standardization Program (for materiel standards).

a. This document impacts or is related to the following federal supply group/federal supply classes (FSG/FSC): _____.

b. This document is related to the following standardization area(s): _____

_____.

6. Retrofit (for materiel standards).

___a. Retrofit has been considered in the implementation of this agreement and:

___(1) Recommend present equipment not be retrofitted. Reason specified on enclosure.

___(2) Recommend present equipment be retrofitted. Reason specified on enclosure.

___b. Retrofit not applicable to this agreement.

7. Evaluation (answer appropriate section at time of):

___a. (ratification/subscription) This agreement can be evaluated by:

___(1) Document review.

___(2) Equipment review.

___(3) Test activity.

___(4) Combined Exercise.

___b. (periodic review) This agreement has been evaluated.

___(1) Document review, accomplished _____.

___(2) Equipment review, accomplished _____.

___(3) Test activity, accomplished _____.

___(4) Combined Exercise, accomplished _____.

8. Plan of Instruction (POI). Provisions of this agreement should be incorporated in the following POI (DoD or Service Schools)

9. Agencies/offices coordinated with (NOTE: Coordinate all agreements with SAF/GCI):

10. Security. From a _____ (state your Service, Agency or DoD as appropriate) this document is releasable to:

____a. NATO Partnership for Peace countries

____b. Any nation, company or person who requests.

11. Additional comments:

Prepared by:_____

SIGNATURE

Print Name:_____

Office Symbol/Code:_____

DRAFT AF FORM 4020 *Continuation Sheet*

RESERVATIONS or COMMENTS (circle one)

NUM-BER	PAGE	PARA	LINE	COMMENTS/RESERVA-TIONS	COMMENT (C) OR RESERVA-TION (R)