



Department of Defense INSTRUCTION

NUMBER 2010.4

December 12, 1967

ASD(I&L)/DDR&E

SUBJECT: U.S. Participation in Certain NATO Groups Relating to Research,
Development, Production and Logistic Support of Military Equipment

- References: (a) [DoD Directive 5100.53](#), "U.S. Participation in Certain NATO Groups Relating to the Research, Development, Production and Logistic Support of Military Equipment," July 29, 1967
- (b) [DoD Directive 5105.20](#), "Defense Representation, United States Mission to the North Atlantic Treaty Organization," April 9, 1966
- (c) DoD Instruction 2010.4, "U.S. Participation in Groups Established by the NATO Armaments Committee," April 6, 1964, (hereby canceled)

1. PURPOSE AND APPLICABILITY

This Instruction implements reference (a) and provides guidance to Department of Defense (DoD) Components with respect to the U.S. participation in North Atlantic Treaty Organization (NATO) Groups, as defined in reference (a).

2. CANCELLATION

Reference (c) is hereby superseded and canceled.

3. BACKGROUND

3.1. By approval of C-M(66)33 (Revised) on May 25, 1966, the North Atlantic Council revised the NATO Organization and procedures concerning cooperation in military equipment matters. The purpose of the reorganization was to improve NATO's capacity as a discussion forum and clearing house for cooperative projects. Flexibility is the keynote, the procedures are minimized and the underlying principle is

that when two or more countries agree to undertake a joint project, they shall proceed in a manner decided by themselves.

3.2. The principal action groups are the Naval Armaments Groups, the Air Force Armament Group, the Army Armaments Group and the Defense Research Group. These groups are empowered to establish subgroups as required for specific purposes.

3.3. There is a Conference of National Armaments Directors to review progress, discuss outstanding problems and consider the broader aspects of cooperation. Between conferences, certain more routine matters are handled by designated representatives in the national delegations to NATO, meeting as the National Armaments Directors' Representatives (NADREPS).

4. DEFINITIONS

4.1. Cognizant Office of Tte Secretary of Defense (OSD) Office: The OSD office which monitors participation of U.S. Delegates in specified NATO Groups. The Cognizant OSD Office for specified NATO Groups will be listed in the periodic joint DDR&E/ASD(I&L) memoranda referred to below.

4.2. Administrative Agent: The DoD Component designated to arrange for participation by U.S. Delegates in specified NATO groups. Administrative Agents for specified NATO Groups will be designated periodically by Joint DDR&E/ASD(I&L) memorandum.

4.2.1. Action Office: The office which is assigned responsibility by an Administrative Agent to conduct DoD participation in a NATO Group.

4.2.2. U.S. Delegate: DoD representative appointed by an Administrative Agent to represent the U.S. at a NATO Group meeting.

4.2.3. Principal Member: The U.S. Delegate appointed by an Administrative Agent to lead the U.S. Delegates and to be the U.S. spokesman at a NATO Group meeting.

5. DELINEATION OF ASSIGNED RESPONSIBILITIES

5.1. The Cognizant OSD Office will:

5.1.1. Designate appropriate DoD Components as Administrative Agents for

specified NATO Groups.

5.1.2. Review U.S. positions proposed by Administrative Agents and USNATO for NATO Group meetings.

5.1.3. Coordinate proposed U.S. policy positions with interested Defense offices.

5.1.4. Assist Administrative Agents and Action Offices, as appropriate, in briefing U.S. Delegates to NATO Group meetings and otherwise coordinate and guide their efforts.

5.1.5. Monitor U.S. participation in NATO Groups and take DoD follow-up actions as required in support of Administrative Agent actions.

5.1.6. Keep interested Defense and State offices advised on significant developments and problems related to assigned NATO Groups.

5.1.7. As required in reference (a), obtain approval of proposed U.S. policy and negotiation positions, and keep cognizant Defense offices informed as to the progress and status of NATO Group activities.

5.2. Designated Administrative Agents will:

5.2.1. Designate an Action Office for each NATO Group assigned and inform the Cognizant OSD Office accordingly.

5.2.2. Provide or arrange for U.S. Delegates to specified NATO Groups.

5.2.3. Review plans, actions and positions proposed by U.S. Delegates in assigned NATO Groups, coordinate same with other interested Administrative Agents, Military Departments and insure clearance with the Cognizant OSD Office prior to NATO Group meetings in all instances not covered by previous policy guidance.

5.2.4. Continually evaluate U.S. activities in NATO Groups to ensure that U.S. participation meets overall U.S. objectives.

5.2.5. In special cases designated by the Cognizant OSD Office, circulate to all interested offices a Statement for each assigned NATO Group setting forth (a) the recommended U.S. long-term objectives in that Group and plans for their accomplishment; (b) recommended U.S. immediate objectives for the next meeting of that Group; (c) other appropriate remarks on participation of U.S. Delegates in that

Group. Maintain these Statements current and up to date with changes submitted when appropriate.

5.2.6. Appoint U.S. Delegates and the Principal Member for each NATO Group meeting from his own and other interested DoD Components, and, to the extent feasible, assure continuity from U.S. Forces outside the U.S., including those assigned to the United States Mission to NATO (USNATO). Appointments from USNATO must be approved by the United States Permanent Representative to the North Atlantic Council (PERMREP) and the OSD. When no Delegate is to be sent to a planned meeting, the OSD should be notified as soon as practicable of the U.S. nonrepresentation.

5.2.7. Provide staff and administrative support for participation by U.S. Delegates in assigned NATO Groups. Support provided a U.S. Delegate will be financed on a nonreimbursable basis by the DoD Component to which the Delegate is assigned, including the authorized travel and per diem expenses.

5.2.8. Designate, at the request of other Administrative Agents, U.S. Delegates for NATO Group meetings and make them available. In this regard, responsibilities in connection with participation by U.S. Delegates in NATO Groups may be reassigned to other DoD Components by mutual agreement and with approval of the Cognizant OSD Office.

5.2.9. Insure the OSD is fully informed concerning results of NATO Group meetings and of requirements for follow-up actions at DoD level.

5.3. Action Offices will:

5.3.1. Nominate, for Administrative Agent approval, U.S. Delegates and Principal Member for NATO Group meetings from offices, Departments, Agencies and commands having specific responsibilities for items to be discussed at the meeting. In this regard:

5.3.1.1. Include only those persons whose presence is required to accomplish U.S. objectives.

5.3.1.2. In special cases "Industrial Experts" may be nominated to attend NATO Group meetings when their attendance will enhance progress. However, in each case approval of their attendance must be obtained through USNATO.

5.3.2. Instruct the U.S. Delegation as follows:

5.3.2.1. The designated Principal Member is head of the Delegation and will formally represent the U.S. at the meeting. Other delegates will participate as he directs.

5.3.2.2. All members of the Delegation are, in fact, representatives of the U.S. and will assist the designated Principal Member in supporting U.S.-DoD approved positions.

5.3.2.3. USNATO staff officers will normally be assigned to monitor and assist the U.S. Delegation and to serve as the point of contact between the delegation and the U.S. Permanent Representative to the North Atlantic Council.

5.3.2.4. It is the overall U.S. objective in NATO Group meetings to develop and implement useful programs of work in accordance with the Group's terms of reference and the U.S. objectives, plans, actions and positions.

5.3.3. Prepare plans, actions and positions for assigned NATO Group meetings, coordinate with other participating DoD Components and obtain approval thereof from Administrative Agent as required.

5.3.4. Insure U.S. Delegates are adequately briefed prior to meetings by other interested Action Offices, Administrative Agents, the Cognizant OSD Office and by USNATO as required to assure consistency of U.S. positions.

5.3.5. Submit to USNATO as far in advance of meetings as possible, names, grades, U.S. and NATO security clearances, arrival and departure dates, hotel requirements of U.S. Delegates, requirements for support of presentations, and any other support requirements.

5.3.6. Submit material to be circulated at NATO Group meetings through USNATO for timely distribution to other NATO members in order that they will be prepared to express official views thereon at meetings. If preparatory work cannot be completed in time for scheduled meetings, Principal Members should consider recommending deletion of concerned items from the agenda or postponement of the meeting.

5.3.7. Submit meeting reports as prescribed in subsection 6.5.

5.4. In carrying out the functions outlined in section 3 of reference (b), the United States Permanent Representative to the North Atlantic Council will:

5.4.1. Provide the U.S. representation to meetings of the National Armaments Directors' Representatives.

5.4.2. Monitor meetings of NATO Groups to evaluate their effectiveness in serving U.S. and NATO interests and make recommendations thereon to Defense and State.

5.4.3. Within capabilities, provide U.S. Delegates to NATO Groups as requested by Administrative Agents and approved by the Cognizant OSD Office.

5.4.4. Maintain liaison with other NATO Delegations and the NATO International Staff, the Cognizant OSD Office and Action Offices for each NATO Group and keep the appropriate U.S. offices informed on important matters.

5.4.5. Provide briefings, orientation and administrative support as feasible for U.S. Delegations and maintain files on each NATO Group.

5.4.6. Process U.S. documents for release to NATO in connection with the work of NATO Groups.

5.4.7. Accredite U.S. Delegates to NATO for NATO Group Meetings.

6. PROCEDURES

6.1. The NATO International Staff, normally in consultation with the Chairman of NATO Groups, schedules meetings of these Groups and develops agendas for the meetings.

6.2. USNATO notifies the OSD and Administrative Agents of scheduled NATO Group meetings and forwards appropriate suggestions to assist the U.S. Delegates in preparing for the meeting.

6.3. The designated Administrative Agent will assign an Action Office and appoint U.S. Delegate and the Principal Member to prepare plans, actions and positions for the meeting and insure that:

6.3.1. Any recommendations concerning meeting schedules or agenda are forwarded to USNATO in time for action to be taken.

6.3.2. When appropriate, advance copies of U.S. positions are provided to

the OSD and to USNATO.

6.3.3. Delegations are briefed by the Cognizant OSD Office as required and report to USNATO prior to the meetings to receive latest guidance. When selection of a U.S. Delegate outside the U.S. makes personal DoD briefings impractical, the Administrative Agent will insure that such Delegates are fully informed as to U.S. positions on concerned agenda items.

6.4. Arrangements for travel orders, funding, transportation, and clearances are the responsibility of the parent Department or Agency of the individual U.S. Delegate. Travel and per diem expenses for DoD personnel participating in meetings of NATO Groups will be financed on a nonreimbursable basis by the DoD Component to which the personnel are assigned.

6.5. Upon completion of each meeting, the head of the U.S. Delegation, assisted by the designated USNATO staff officer, will prepare a summary reporting message for dispatch from USNATO to Defense, State and other interested offices and activities. Specific note will be made of required U.S. actions, or changes in previously planned actions, together with steps for accomplishments.

6.6. Administrative Agents may recommend to the OSD changes in the level of participation of U.S. Delegates in NATO Groups. They may also recommend to the OSD proposals for establishment or disestablishment of NATO Groups for further consideration by the other NATO countries, through the U.S. representative to the appropriate parent Group.

7. COMMUNICATIONS

7.1. Administrative Agents, Action Offices, and USNATO may communicate directly on technical and administrative matters relating to NATO Groups. Communications involving policy will be coordinated with the Office of the Secretary of Defense.

7.2. All official written communications with the NATO International Staff and with NATO Group Delegates from other nations will be conducted through USNATO, with due regard for applicable U.S. disclosure policy directives, security regulations, and proprietary rights.

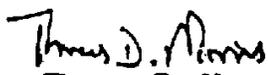
7.3. Correspondence dealing with policy matters and originating with a Department, Agency, or command other than the Administrative Agent will be routed

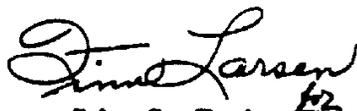
through the Administrative Agent, with copies to the Department of Defense, Department of State, and/or USNATO, as appropriate.

8. EFFECTIVE DATE AND IMPLEMENTATION

8.1. This Instruction is effective immediately.

8.2. Two (2) copies of each implementing Instruction shall be forwarded to the Director, Defense Research and Engineering and the Assistant Secretary of Defense (Installations and Logistics) within ninety (90) days.


Thomas D. Morris
Assistant Secretary of Defense
(Installations and Logistics)


John S. Foster
Director of Defense
Research and Engineering