

**CHARTER
FOR
JOINT LOGISTICS COMMANDERS
JOINT TECHNICAL COORDINATING GROUP
ON
CALIBRATION AND MEASUREMENT TECHNOLOGY (JTCG-CMT)
CALIBRATION COORDINATION GROUP**

I. PURPOSE

To coordinate metrology and calibration requirements and promote common processes related to the Metrology and Calibration (METCAL) programs operated within the DOD in order to provide cost effective, uniform, and adequate measurement accuracy of test systems.

II. MISSION

- A. Serve as the JTCG-CMT focal point for coordination and standardization efforts. Develop and implement procedures to ensure maximum cross flow of information on all areas including programs, procedures, budgets, research and development, and new standards.
- B. Identify and assemble joint service metrology and calibration requirements and projects into a DOD Metrology and Calibration Requirements Plan. Coordinate budgeting and funding of the required programs and projects and evaluate the progress and effectiveness of the related efforts.
- C. Coordinate DOD metrology and calibration requirements and required calibration services with the National Institute of Standards and Technology (NIST).

III. GUIDANCE

The CCG shall use funding, personnel, and resources of the Service METCAL Programs to ensure continuation of coordinated and technically effective methodology and calibration programs operated by the Services within the DOD.

IV. REQUIREMENTS

- A. Establish working groups as required to ensure free exchange of technical information essential to maintain the compatibility of Service METCAL Programs.
 - 1) Working Group personnel shall be assigned by the CCG;
 - 2) Working group policy, duties, and responsibilities shall be approved by the CCG;
 - 3) Each working group will be reviewed every two years, as a minimum, to determine if the group should be continued or disestablished; and,
 - 4) The CCG or the working group may assign working group observers or ad-hoc participants.
- B. Ensure that working groups coordinate closely with NIST, DOD laboratories, and other agencies concerned with metrology and calibration.
- C. Prepare the Joint Service Metrology Research and Development Plan and develop periodic updates.
- D. Develop a coordinated set of Metrology Research and Development projects on an annual

basis. Coordinate establishment of the projects with the performing agency and evaluate progress and results as required. Provide necessary funding.

- E. Coordinate development of annual calibration services required of NIST. Establish Service requirements prior to each fiscal year and coordinate schedule with the NIST to maximize benefits.

V. ADMINISTRATION

- A. The CCG will report to the JTCG-CMT.
- B. Members to the CCG will be designated by the Army, Navy, and Air Force JTCG-CMT representatives. The Defense Logistics Agency and the Marine Corps will be invited participants.
- C. Chair of the CCG will rotate among the members at two-year intervals.
- D. The chair is responsible for providing annual written progress reports, which have been coordinated with all members, to the JTCG-CMT within 15 days prior to the end of the annual reporting period. Reports should provide status of ongoing initiatives and projected future transactions. The annual report will include names and organizations of the CCG chair and members.
- E. Provide briefings at the request of the JTCG-CMT chair.
- F. This charter supersedes the JTCG-METCAL CCG charter dated 2 February 1982.