



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(ENVIRONMENT, SAFETY AND OCCUPATIONAL  
HEALTH),  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ENVIRONMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(ENERGY, ENVIRONMENT, SAFETY AND  
OCCUPATIONAL HEALTH),  
STAFF DIRECTOR, DEFENSE LOGISTICS AGENCY  
ENTERPRISE SUPPORT, ENVIRONMENT (DES-E)

SUBJECT: DoD Environmental Data Quality Workgroup Charter

The DoD Environmental Data Quality Workgroup (EDQW), chaired by the Navy, continues to work effectively with the DoD Components to improve the quality of activities and programs involving the collection, management, and use of environmental data. The attached charter serves to outline the functions and responsibilities of the EDQW as required by DoDI 4715.15, Environmental Data Quality, dated December 11, 2006.

Thank you for your continued support. My point of contact for this action is Mr. Ed Miller, [edmund.miller@osd.mil](mailto:edmund.miller@osd.mil), who can be reached on 703-604-1765.

John Conger

Assistant Deputy Under Secretary of Defense  
(Installations and Environment)

Attachment:  
As stated

CHARTER FOR  
THE DEPARTMENT OF DEFENSE (DoD)  
ENVIRONMENTAL DATA QUALITY WORKGROUP (EDQW)  
(September 24, 2010)

- A. PURPOSE:** The Department of Defense (DoD) Environmental Data Quality Workgroup (EDQW) will coordinate the efforts of DoD Components to promote joint interdependence and ensure environmental data collected for use by the Department of Defense are of the type and quality necessary to support their intended uses.<sup>1</sup>
- B. AUTHORITY:** DoD Instruction 4715.15, Environmental Quality Systems, implements policy, and assigns responsibilities for establishing environmental quality systems for DoD activities and programs involving the collection, management, and use of environmental data. The instruction provides for the Assistant Deputy Under Secretary of Defense for Installations and Environment (ADUSD (I&E)) to oversee the DoD EDQW, issue its charter, and appoint its chair. The DoD EDQW chair is the Director of the Naval Sea Systems Command Laboratory Quality and Accreditation Office.
- C. RESPONSIBILITIES:** The EDQW will represent the Department of Defense in providing coordinated responses to legislative and regulatory initiatives; responding to requests for Component information; and developing and recommending Joint policy related to sampling, testing, and quality assurance for environmental programs to eliminate redundancy, streamline programs, improve data quality, and promote data integrity. The EDQW will coordinate the exchange of information among DoD Components and raise emerging concerns to the ADUSD (I&E) through the Deputy Assistant Secretary of the Navy for Environment (DASN (E)). The EDQW will develop DoD issuances, for approval by ADUSD (I&E), to implement environmental quality systems and promote cost-effective government oversight. The EDQW is tasked with implementing and providing oversight of the DoD Environmental Laboratory Accreditation Program (DoD ELAP). The EDQW Chair or designee will represent DoD in national and international standard-setting organizations concerned with the collection and use of environmental data.
- D. MEMBERSHIP:** Membership in the EDQW includes technical experts from the Military Services and Defense Logistics Agency (DLA) who are members of the military or full-time or permanent federal government employees. The Deputy Assistant Secretary of the Navy (Environment) shall nominate a Principal (voting) member to ADUSD (I&E), to serve as EDQW Chair. The Deputy Director, DLA and the Deputy Assistant Secretaries of the remaining Military Departments shall designate one Principal and one or more alternates. The Principals and alternates will be senior military or civilian officials within their DoD Component. DUSD (I&E) shall designate one or more liaisons. DoD Component Principals may appoint additional Contributing Members with special technical or legal expertise, as they deem appropriate.
- E. TECHNICAL SUBGROUPS:** As necessary, the EDQW shall establish and task Technical Subgroups to examine specific sampling, testing, and quality systems issues. Each DoD

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<sup>1</sup> As used in DoD Instruction 4715.15, the term "environmental data" refers to any measurement or information that describes environmental processes, locations, or conditions; ecological or health effects and consequences; or the performance of environmental technology.

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Component with an interest in the specific issue to be examined will nominate knowledgeable individuals (Contributing Members) from that Component to serve on the subgroup) who are members of the military, or full-time or permanent federal government employees. The EDQW Chair will assign one DoD Component as the subgroup lead. The subgroup shall consider the tasks proposed by EDQW, propose changes, and/or make additional recommendations, if necessary. The subgroup lead shall provide status reports to the EDQW during its regularly scheduled meetings. The Principals will consider and reach consensus on subgroup recommendations during the regular meeting following receipt of the recommendations.

- F. NON-DoD PARTICIPATION:** At the invitation of the Chair, representatives from other Federal organizations or activities may attend the regularly scheduled meetings. The Chair may also invite representatives from non-Federal organizations to address EDQW and to support subgroup activities. Representatives from non-Federal organizations may not serve or participate as members of the EDQW or on subgroups.
- G. PROCEDURES:** The EDQW will hold regularly scheduled meetings three to four times a year. Additional working sessions or teleconferences may be held as needed. Notice of EDQW meetings will be sent to all Principal and Contributing Members of record. Whenever possible, decisions of the EDQW will be reached by consensus of DoD Component Principals; if unanimous decisions cannot be reached, the majority decision will be forwarded to ADUSD (I&E), through DASN (E), with the minority opinion identified. The ADUSD (I&E) may raise issues needing resolution to DoD Committees, as appropriate. All actions, policy, and commitments of resources must be approved by the appropriate DoD Component and, if involving significant issues, OSD.
- H. REPORTING:** Written minutes of each EDQW meeting shall be recorded and distributed to EDQW members. Any policy or security-sensitive issues may be discussed in a closed session and not reflected in the minutes. The EDQW shall periodically provide program management reviews to ADUSD (I&E) through DASN (E).
- I. FUNDING:** Navy as EDQW Chair will fund the program administrative support for the EDQW and the Technical Subgroups. DoD Components will fund their own participation.
- J. TERM:** The ADUSD (I&E) will review this charter every 5 years and update it as necessary.