

Appendix B

NDAG WORK INSTRUCTIONS

April 2009

This set of specific work instructions is provided by the NCSP manager to set performance expectations for the NDAG. The NCSP manager may modify the NDAG Work Instructions from time to time as deemed necessary. Revisions to these instructions will be promulgated promptly to the NDAG Chair.

NDAG Meetings

- An agenda for each NDAG meeting shall be issued by the Chair in advance of a scheduled meeting and distributed to the members of the NDAG and the NCSP manager together with any materials needed for review of the agenda items.
- The Chair of the NDAG shall ensure that the minutes of each meeting are formally recorded. Verbatim minutes of the meetings are not required, but the main points of the issues discussed must at least be summarized and decisions clearly delineated.
- After review and concurrence by the members of the NDAG, the minutes shall be forwarded to the NCSP manager.

NDAG Reports

- The results of any evaluation, review, or similar activity by the NDAG shall be transmitted to the NCSP manager in a formal report. These reports shall represent the consensus position of the NDAG members.
- All formal written correspondence on behalf of, or representing, the NDAG individually or collectively, must be reviewed and approved by the NCSP manager prior to making distribution.
- In the event of serious disagreement with the content of any such report, NDAG members, either individually or with other members, may submit a minority report to the NCSP manager. The NCSP manager will take action as needed to resolve the issues raised by any minority report and inform the authors of that report of the resolution.

NDAG Communications

- Deliberations of the NDAG and discussion of issues with the NCSP manager must be kept within the NDAG until such time as an official position is reached and the NCSP manager grants approval to disseminate or discuss the information with non-NDAG members. The NDAG may discuss such issues with NCSP task element managers as appropriate.