

Department of Defense CHARTER

SUBJECT: **Smart Card Configuration Management Control Board**

References:

- a. Public Law 106-65, "National Defense Authorization Act for Fiscal Year 2000," October 5, 1999
- b. Deputy Secretary of Defense Memorandum, subject: Smart Card Adoption and Implementation, dated November 10, 1999

A. Purpose

1. Pursuant to reference a., the Congress directed the Secretary of Defense to establish a Smart Card Senior Coordinating Group (SCSCG) (hereafter referred to as the "Coordinating Group") to develop and implement Department-wide interoperability standards for use of smart card technology and a plan to exploit smart card technology as a means for enhancing readiness and improving business processes. The Congress also directed that the SCSCG will report to the DoD Chief Information Officer (CIO).

2. The Deputy Secretary of Defense, in reference b., directed that the smart card shall be implemented through the Department-wide common access card (CAC). The CAC shall embrace the functions of personnel identification (ID), physical security access, and computer network access. The Deputy Secretary also directed the DoD CIO to establish a Smart Card Configuration Management Control Board (SCCMCB) (hereafter referred to as the "Control Board") to assure the integration of cross-functional requirements and act upon recommendations made by the Coordinating Group with respect to DoD-wide implementation of Component-specific applications, CAC configuration, and public key infrastructure (PKI) implementation.

3. Consistent with the above references, this Charter establishes functions, membership, responsibilities, and procedures for the Control Board.

B. Applicability

This Charter applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Defense Agencies, and DoD Field Activities (hereafter referred to collectively as "the DoD Components").

C. Control Board Functions

1. Assure the integration of cross-functional requirements.

2. Act upon recommendations made by the Coordinating Group with respect to DoD-wide implementation of Component-specific applications, CAC configuration, and PKI implementation.
3. Approve reports to the Congress on smart cards for release by the DoD CIO or higher authority, as appropriate.
4. Assure broad communication and cross-functional integration of smart card initiatives.
5. Oversee the operation of the Coordinating Group.
6. Guide the Coordinating Group to develop and implement department-wide interoperability standards for use of smart card technology.
7. Guide the Coordinating Group to develop and implement a plan to exploit smart card technology as a means for enhancing readiness and improving business processes.
8. Provide strategic direction, planning, and guidance to the Coordinating Group and DoD Components on the development and implementation of smart card technologies within the Department of Defense.
9. Establish and ensure adherence to the Department's smart card vision (reference b.).
10. Provide for the integration of smart card requirements into the DoD Information Assurance Program.

D. Control Board Composition

The Control Board shall include Flag/SES representatives from the following organizations:

1. Control Board Chair. DoD CIO, or designee.
2. Control Board Members from the following offices:
 - a. OUSD (Policy)
 - b. OUSD (Acquisition, Technology, and Logistics)
 - c. OUSD (Comptroller)
 - d. OUSD (Personnel and Readiness)
 - e. Joint Staff

- f. Department of the Army
 - g. Department of the Navy
 - h. Department of the Air Force
 - i. United States Navy
 - j. United States Marine Corps
 - k. PKI PMO
 - l. Intelligence Community (IC) CIO
 - m. Assistant Secretary of Defense for Command, Control, Communications, and Intelligence
 - n. Director, Program Analysis and Evaluation
3. Executive Secretary. Director, Access Card Office (DMDC)
4. Advisors from the following offices:
- a. National Security Agency
 - b. Defense Information Systems Agency
 - c. General Counsel, DoD

5. At the option of the Chair, and taking into account advice from the Control Board members, invitations to representatives from the Defense Agencies and other organizations may be periodically extended to attend, observe, or contribute to meetings and activities.

E. Responsibilities

1. The Control Board Chair shall:
- a. Oversee and guide the Coordinating Group.
 - b. Call and preside at all Control Board meetings.
 - c. Approve Control Board meeting agendas.

d. Consider the issues, problems, and equities presented during meetings and from other smart card fora, and provide guidance or direct specific action.

e. Authorize the establishment of subcommittees/working groups as required.

2. The Executive Secretary shall:

a. Research, identify, evaluate, and prepare technical reports, white papers, or other documentation on issues requiring resolution or attention as directed by the Control Board.

b. Develop and coordinate agenda items with the Chair and membership.

c. Schedule Control Board meetings at the direction of the Chair.

d. Provide advance materials for the Chair and membership.

e. Prepare documents reflecting the recommendations and decisions of the Chair.

f. Track, and report to the Chair, the status of actions.

g. Prepare and distribute synopses of meetings and decisions papers to Control Board members.

F. Relationships

1. The DoD CIO shall oversee and provide guidance to the Control Board.

2. The Joint Staff may surface smart card requirements and programmatic issues through the Joint Requirements Oversight Council (JROC) process. The Joint Staff representative to the Control Board serves as the liaison between the Control Board and the JROC on smart card issues, as required.

G. Procedures

The Control Board shall meet at least four times per year, and at other times as directed by the Chair. The Control Board shall be convened to provide strategic direction and guidance on smart card technologies to the Coordinating Group and DoD Components.

H. Effective Date

This charter is effective immediately and shall be reviewed on an annual basis.

Approved: Al Money
(DoD CIO)

Date: 14 APR 00