# Department of Defense
# CHARTER

SUBJECT: **Smart Card Senior Coordinating Group**

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 Coordinating Group will report to the DoD Chief Information Officer (CIO).

2. The Deputy Secretary of Defense, in reference b., has 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.

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

## B. Applicability

This Charter applies to the Office of the Secretary of Defense (OSD), the Military Departments and their respective Services, 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. Coordinating Group Functions

1. Develop and oversee the implementation of department-wide interoperability standards for use of smart card technology.

2. Develop and implement a plan to exploit smart card technology continually as a means for enhancing readiness and improving business processes.

3. Implement guidance from the DoD Chief Information Officer (CIO) and the Smart Card Configuration Management Control Board (SCCMCB) (hereafter referred to as the "Control Board").

4. Make recommendations to the Control Board with respect to DoD-wide implementation of Component-specific applications, CAC configuration, and Public Key Infrastructure (PKI) implementation.

5. Coordinate smart card applications in conjunction with the senior functional and operational managers who are responsible for those missions and functions that are to be supported by the CAC.

6. Prepare reports to the Congress on smart cards, through the DoD CIO and Secretary of Defense, as required.

7. Provide strategic direction and guidance to develop and implement the CAC and smart card technologies within the Department of Defense.

8. Ensure adherence to the Department's smart card vision (reference b.).

9. Integrate smart card requirements in coordination with the DoD Components and the Public Key Infrastructure Program Management Office (PKI PMO), and make recommendations to the Control Board.

10. Serve as the DoD-wide advocate for smart card issues.

**D. Coordinating Group Composition**

1. Coordinating Group Chair. An SES/Flag Officer appointed by the Secretary of the Navy.

2. Coordinating Group Members. Representatives from:

a. OUSD (Policy)

b. OUSD (Acquisition, Technology, and Logistics)

c. OUSD (Comptroller)

d. OUSD (Personnel and Readiness)

e. OASD(C3I)/DoD CIO

f. Office of the General Counsel, DoD

g. Office of the Director, Program Analysis and Evaluation

h. Joint Staff

i. Department of the Army

j. Department of the Navy (Chair)

k. Department of the Air Force

l. United States Navy

m. United States Marine Corps

n. Defense Finance and Accounting Service

o. Defense Information Systems Agency

p. Defense Logistics Agency

q. National Security Agency

r. Defense Manpower Data Center

s. PKI PMO

t. Intelligence Community CIO

3. Executive Secretary. Director, Access Card Office (DMDC).

4. At the option of the Chair, and taking into account advice from the Coordinating Group members, invitations to representatives from other organizations periodically may be extended to attend, observe, or contribute to meetings and activities.

## E. Responsibilities

1. The Secretary of the Navy shall appoint a representative to chair the Coordinating Group. In accordance with reference b., this individual shall be an SES/Flag Officer.

2. The Coordinating Group Chair shall:

a. Report to and receive guidance from the DoD CIO and the Control Board.

b. Call and preside at all Coordinating Group meetings.

c. Approve Coordinating Group 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 and working groups as required.

3. 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 Coordinating Group.

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

c. Schedule Coordinating Group 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 Coordinating Group members.

## F. Relationships

1. The DoD CIO shall oversee and provide guidance to the Coordinating Group.

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 Coordinating Group serves as the liaison between the Coordinating Group and the JROC on smart card issues, as required.

## G. Procedures

The Coordinating Group shall meet at least four times per year, and at other times as directed by the Chair. The Coordinating Group shall be convened to provide strategic direction and guidance to develop and implement smart card technology within the Department of Defense.

## H. Effective Date

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

Approved: _____ (DoD CIO)

Date: 14 APR 00