DoD Access Card Office
Charter

1. MISSION

Under the operational control of the DoD Chief Information Officer (CIO), and under the policy direction and oversight of the Smart Card Configuration and Management Control Board (SCCMCB) and the DoD Smart Card Senior Coordinating Group (SCSCG), plan, program, acquire, field and integrate the DoD common access card (CAC) department-wide. Provide operational, technical, program, and policy support, and associated information management to the DoD Components on smart card matters. Provide support to other DoD programs as assigned.

2. ORGANIZATION AND MANAGEMENT

The DoD Access Card Office is part of the Defense Manpower Data Center (DMDC), within the Defense Human Resources Activity and under the authority, direction, and control of the Under Secretary of Defense (Personnel and Readiness). The DoD Access Card Office shall consist of a Director and such subordinate elements as the Director establishes, within the resources authorized by the Director, Defense Human Resources Activity.

3. RESPONSIBILITIES AND FUNCTIONS

The Director, DoD Access Card Office shall:

3.1. Organize, direct, and manage the DoD Access Card Office and all assigned resources.

3.2. Provide support to the DoD CIO, SCCMCB, SCSCG, Principal Staff Assistants, Joint Staff, and DoD Components in the execution of smart card policies and programs including acting as a central clearinghouse for functional and policy requirements to assure appropriate coordination, integration, and implementation.

3.3. Administer assigned DoD-wide smart card programs, as assigned by the DoD CIO.

3.4. Serve as Executive Secretary to the SCSCG and SCCMCB, as detailed in their respective charters.

3.5. Conduct studies and analyses; prepare technical and administrative reports, decision papers, or other documentation, as required.

3.6. Develop proposed department-wide interoperability standards for use of smart card technology for review and approval of the SCSCG and the SCCMCB.

3.7. Plan, program, acquire, field and integrate the DoD common access card (CAC) department-wide.

4. RELATIONSHIPS

4.1. In the performance of assigned duties, the Director, DoD Access Card Office, shall:

4.1.1. Exchange information and advice and coordinate actions with the DoD Components, as required, to carry out assigned responsibilities and functions.

4.1.2. Use established facilities and services in the Department of Defense and other government agencies, whenever practicable, to avoid duplication and to achieve maximum efficiency and economy of operations.

4.1.3. Maintain liaison with other government agencies, industry, academia, and other smart card related organizations, as required, to carry out assigned responsibilities and functions.

5. AUTHORITIES

The Director, DoD Access Card Office, specifically is delegated authority to communicate directly with appropriate representatives of the DoD Components and other governmental and non-governmental agencies on matters related to the DoD Access Card Office. Communications to the Combatant Commands shall be transmitted through the Joint Staff.

6. ADMINISTRATION

The Director, DMDC shall appoint the Director, DoD Access Card Office, subject to the concurrence of the DoD CIO.

7. EFFECTIVE DATE

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

Approved: _____ Date: 14 APR '00
(DoD CIO)

_____ Date: 27 APR 00
(USD (P&R))