**Radio Frequency Identification (RFID)
Intra-government Council**

CHARTER

I. Authority

This charter is issued under the authority of the RFID Intra-government Council. It outlines the mission, functions, composition, and responsibilities of the RFID Intra-government Council.

II. Mission

The RFID Intra-government Council will serve as a forum for:
- exchanging RFID information between federal government departments and agencies,
- developing synergy between RFID efforts within the federal government,
- adopting common standards to the furthest extent, and
- expanding the productive use of RFID while protecting security and privacy.

The RFID Intra-government Council will help to eliminate unnecessary duplicative effort and ensure compatibility between federal departments and agencies.

The Council will be focused on developing and expanding the productive use of RFID in applications that are in full compliance with all public laws, departmental and agency regulatory requirements, US Code, Code of Federal regulations, and international agreements to which the US is signatory (World Trade Organization (WTO), Industry Standards Organization (ISO), World Court).

III. Organization

The RFID Intra-government Council will consist of Senior Executive Service (SES) level representatives from the federal government departments and agencies listed in Section VI, Membership. The Council shall appoint a Chair on a rotational basis to serve for the period of one year.

The RFID Intra-government Council Chair may establish subordinate working or study groups as required to support the mission of the RFID Intra-government Council. The Chair of the RFID Intra-government Council will appoint leads for the subordinate working or study groups. Proposed working or study groups include:
- purchasing/acquisition,
- technology/standards, and
- regulatory issues.

The RFID Intra-government Council Chair may request specific subject matter experts be assigned by the departments and agencies as required to complete analyses for each working or study group.

IV. Responsibilities

A. Chair, RFID Intra-government Council will:

1. Call and chair RFID Intra-government Council meetings and teleconferences.

2. Develop agenda for meetings; ensure prompt execution of RFID Intra-government Council agenda items.

3. Advise the RFID Intra-government Council on issues related to implementing RFID in the federal government.

4. Establish the appropriate subordinate working or study groups, as determined by the RFID Intra-government Council, and appoint leads for each group.

5. Monitor the activities of the subordinate working or study groups.

6. Propose RFID Intra-government Council recommendations, as appropriate, for incorporation into RFID policy, guidance, standards, and/or action plans.

7. Act on behalf of the RFID Intra-government Council in liaison with appropriate public and private sector organizations.

8. Approve RFID Intra-government Council minutes, actions, and recommendations.

B. RFID Intra-government Council Members will:

1. Represent their respective department or agency at RFID Intra-government Council meetings.

2. Provide personnel to participate in working or study groups.

3. Identify and evaluate potential RFID technology insertion; provide recommendations to the RFID Intra-government Council on RFID policy, guidance, standards, and/or action plans as well as other issues relevant to the use of RFID technology within the federal government.

4. Review and coordinate on RFID Intra-government Council recommendations that impact RFID policy, guidance, standards, and/or action plans.

5. Address cross-department/agency issues.

C. RFID Intra-government Council Support Team.

1. Establish medium for communicating RFID Intra-government Council meetings and related documentation to the Council members.

2. Promulgate RFID Intra-government Council recommendations; document proceedings of meetings.

3. Assist in identifying issues requiring RFID Intra-government Council review; coordinate agendas and meeting presentations.

4. Manage RFID Intra-government Council operations working groups under the direction of the Chair.

V. Meetings
The RFID Intra-government Council shall meet bi-annually and at such other times as called by the Chair.

VI. Membership
The following table identifies the membership on the RFID Intra-government Council and a notional source for the Intra-government Council representative:

Department or Agency	Representative, Unit, Organization
Chair	
Central Intelligence Agency (CIA)	
Drug Enforcement Administration (DEA)	
Department of Homeland Security (DHS)	
Department of Health and Human Services (DHHS)	
Department of Commerce (DOC) / National Institute of Standards & Technology (NIST)	
DOD/NIST / Manufacturing Extension Partnership (MEP)	
DOC/ National Telecommunications & Information Administration (NTIA)	
Department of Defense (DoD) / Automated Identification Technology (AIT)	
DoD/ Supply Chain Integration (SCI)	
Department of Energy (DOE)	
Department of the Interior (DOI)	
Department of Justice (DOJ)	
Department of Transportation (DOT)	
Department of the Treasury	
Environmental Protection Agency (EPA)	
Federal Aviation Administration (FAA)	
Federal Communications Commission (FCC)	
Food and Drug Administration (FDA)	
Federal Trade Commission (FTC)	
Government Accountability Office (GAO)	
Government Printing Office (GPO)	
General Services Administration (GSA)	
National Aeronautics and Space Administration (NASA)	
Office of the Federal Environmental Executive (OFEE)	
Office of Management and Budget (OMB)	
Senate Judiciary Committee	
Social Security Administration (SSA)	
State Department	
UNICOR Federal Prison Industries (FPI), Inc.	

United States Department of Agriculture (USDA)	
United States Postal Service (USPS)	
Veterans Affairs (VA)	