



Biometric Standards Working Group Charter

January 2011

Version 3.0

BIMA-STD-CHR-11-001

DOCUMENT REVISION HISTORY

Revision	Date	Document Status	Participants/Comments
0.1	January 2008	First Draft	Prepared by BTF Standards Team
0.2	29 April 2008	Second Draft	Incorporating comments from 21 April BSWG Charter Call for Comments
1.0	7 May 2008	Final Draft	
2.0	30 May 2008	Final	Since JTIC is part of DISA, JTIC was removed from section E2 – Liaisons. DISA is a voting member of the BSWG. As per a comment from DDR&E, changed the chair of the BSWG from DDR&E to the BTF Director.
2.2	9 June 2008	Final	Incorporated BID Director's comments
2.3	18 June 2008	Final	Incorporated BID Director's additional comments
2.4	10 July 2008	Final	Incorporated BTF Deputy comments
3.0	21 Jan 2011	Revision	Incorporated additional BSWG members, duties, and defined rules. Changed the BTF to BIMA

A. Background

On 25 August 2003, Deputy Secretary of Defense Paul Wolfowitz signed a memorandum titled, “Department of Defense (DoD) Biometrics Enterprise Vision.” In this memorandum, he directed the DoD Biometrics Management Office (BMO), which evolved into the Biometric Task Force (BTF), and eventually to the Biometric Identity Management Agency (BIMA) to ensure that: (1) “a scalable biometrics component of the Global Information Grid (GIG) is in place” and (2) “that the appropriate standards, interoperability tools, testing frameworks, and approved product validation are available to assist DoD components in using this technology.”

On 19 January 2007, the DoD Chief Information Officer George Wauer signed the Information Technology Standards Program (ITSP) that describes how the Executive Agent (EA) will lead, manage, integrate, and coordinate the DoD’s efforts to implement information technology (IT) standards in DoD Warfighter and business operations systems.

On 21 February 2008, the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD AT&L), released Department of Defense Directive (DoDD) 8521.01E. Section 4.3 states that “Biometric collection, transmission, storage, caching, tagging, and use shall be controlled through the use of DoD-approved national, international, and other consensus-based standards, protocols, best practices, and equipment to ensure consistency and support interoperability.”

On 23 March 2010 the Secretary of the Army, re-designating the BTF as the Biometrics Identity Management Agency (BIMA), signed the Department of the Army General Order (DAGO) 2010-06.

To ensure biometric standards support the mission needs of the DoD as directed by DoD policy, the BIMA originally established and chartered the Biometrics Standards Working Group (BSWG) in 2004. The DoD Biometrics Executive Manager delegated the secretariat duties and responsibilities of the BSWG chair to the BIMA Standards Branch Chief.

B. PURPOSE

Biometrics has become one of the key enablers of Identity Management (IdM) across four domains: Warfighter, Business, Intelligence, and Security & Law Enforcement. As its name signifies, BIMA will facilitate coordination of biometrics and Biometrics-related IdM activities as it supports the overarching context of DoD Identity Management.

In keeping with the BIMA mission to “coordinate, integrate and synchronize” biometric efforts across the DoD, the BIMA reaffirms the duties of the DoD BSWG to champion biometric standards development at national and international levels; advocate DoD interests through active participation in national and international standards bodies; and build consensus on standards development, evaluation and implementation issues. This charter re-establishes functions, membership and procedures for the DoD BSWG. The use of the term “Biometrics Standards Working Group (BSWG)” throughout this document refers to the Biometrics Standards Working Group.

C. BSWG FUNCTIONS

1. Maintain situational awareness of national and international biometric standards development activities, and report on the progress and outcomes of these activities to the DoD community.
2. Serve as a discussion forum for the interested DoD organizations to provide recommendations on biometric standards topics to the BIMA before advocating such topics in national and international standards development organizations.
3. Develop recommendations to influence national and international standards organizations to facilitate and promote DoD interests. This function is accomplished through:
 - a. Reviewing and commenting on draft documents within standards bodies during the standards development cycle.
 - b. Providing technical contributions to standards development projects, particularly on topics related to DoD interests.
 - c. Providing editors, and other leadership roles, as well as related support for national and international standards bodies, where appropriate.
4. Serve as a discussion forum for interested DoD organizations to provide recommendations to the DoD Biometric Focus Group (BFG) on the adoption of biometric standards within DoD
 - a. Conduct an on-going analysis of available national, international, and industry/USG standards to determine their suitability for DoD-wide adoption.
5. Serve and act as the DoD Biometric Standards Development Organization (SDO) board when DoD requirements are not met by national or international standards:
 - a. As an SDO, the BSWG will provide an internal examination of the developed standards to ensure complete, correct, and consistent implementation of the requirements.

D. REPORTING RESPONSIBILITY

The BSWG directly reports its activities to the Joint Biometric Operational and Technical Control Board (JBOCB/JBTCTB) who in turn reports to the Joint Biometrics Senior Executive Steering Committee (JBSESC) and then to the Biometric Executive Committee (EXCOM).

E. STANDARDS WORKING GROUP MEMBERSHIP

1. Members:

All DoD Biometric Stakeholders, Agencies, and Services have membership privileges to participate in BSWG functions.

2. Liaisons:

The Biometric Standards Working Group shall maintain close liaisons with other U.S. Government organizations and academia. These liaisons include:

- a. Department of Homeland Security (DHS)
- b. Department of State (DoS)
- c. Federal Bureau of Investigation (FBI)
- d. National Institute of Standards and Technology (NIST)
- e. Center for Identification Technology Research (CITeR)
- f. National Science and Technology Council (NSTC)
- g. Department of Justice (DoJ)
- h. Office of the Director of National Intelligence (Non-DoD ODNI)

3. Changes to Membership

Organizations may request membership or liaison status in the Biometrics Standards Working Group via a written or email request to the BSWG Chair. Likewise, organizations may discontinue Biometric Standards Working Group membership by notifying the BSWG Chair.

F. PROCEDURES and PRODUCTS

1. DoD BSWG Work Products and Procedures

- a. BSWG Meeting Minutes
 - i. The Secretariat, shall take meeting minutes at every BSWG meeting.
 - ii. The Secretariat, shall distribute draft-meeting minutes to BSWG members within 14 business days after the meeting.
- b. BSWG Activities Update
 - i. The BSWG Chair shall produce a semi-annual report summarizing the activities of the group, Biometrics Standards development status, Standards related issues such as letter ballots, technical contributions, and other relevant information.
- c. BSWG Meeting Procedures
 - i. The Chair of the DoD BSWG is responsible for the facilitation of all meetings.
 - ii. The Chair of the DoD BSWG will provide for the DoD BSWG Secretariat, and experts required to coordinate BSWG activities.
 - iii. The BSWG shall meet approximately every quarter, or on a similarly agreed upon schedule. The Chair or designee shall announce the dates at least two weeks prior to each meeting.
 - iv. The BSWG may schedule additional special purpose meetings as deemed necessary to fulfill working group responsibilities. The BSWG membership may waive the two-week meeting announcement requirement under such circumstances, with the approval of the BSWG Chair.

v. The general operation of the BSWG shall be consensus driven, however the ultimate decision and reporting responsibility will be designated to the DoD BSWG Chair.

1) Consensus means substantial agreement has been reached by directly and materially affected interests. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.

vi. The information dissemination mechanism of the BSWG are meeting minutes, official use reports, and other documents presented at meetings are posted to the DoD Biometric Expert Knowledgebase System (DBEKS) <https://secure.biometrics.dod.mil> Release of BSWG meeting deliberations to outside parties is subject to the approval of BSWG membership and the DoD Biometrics Executive Manager.

d. BSWG Collaboration and Consensus

i. The BSWG will collaborate and build consensus on the DoD recommended positions for biometric standards development organizations.

ii. The BSWG will serve as the forum in which DoD technical contributions to national and international standards bodies are discussed and formalized.

Exception to this requirement: The BIMA may submit a contribution directly to a standards body when submissions deadline of the standards body occurs prior to the regularly scheduled meeting date of the BSWG. In such circumstances, the submission is to be considered “*not endorsed*” by the BSWG until the BSWG has had an opportunity to discuss the contribution at the next meeting.

iii. The BSWG may create temporary biometric focused ad hoc sub-groups or permanent sub-groups to provide biometric technical contributions or standards development on behalf of the DoD.

iv. The BSWG will provide consensus-based recommendations to the Biometric Focus Group (BFG), for Biometric related standards to be included in the DoD Information Technology Standards Registry (DISR) and Intelligence Community Standards Registry (ICSR).

v. Disposition of Comments on BSWG Work Products.

i. A written disposition of comments on BSWG work products shall be provided upon the request of the BSWG Chair or a majority of the BSWG members.

ii. The following disposition codes shall be used to record the disposition of comments on BSWG work products

1) Accept. The Comment will be included or addressed in an updated version of the document.

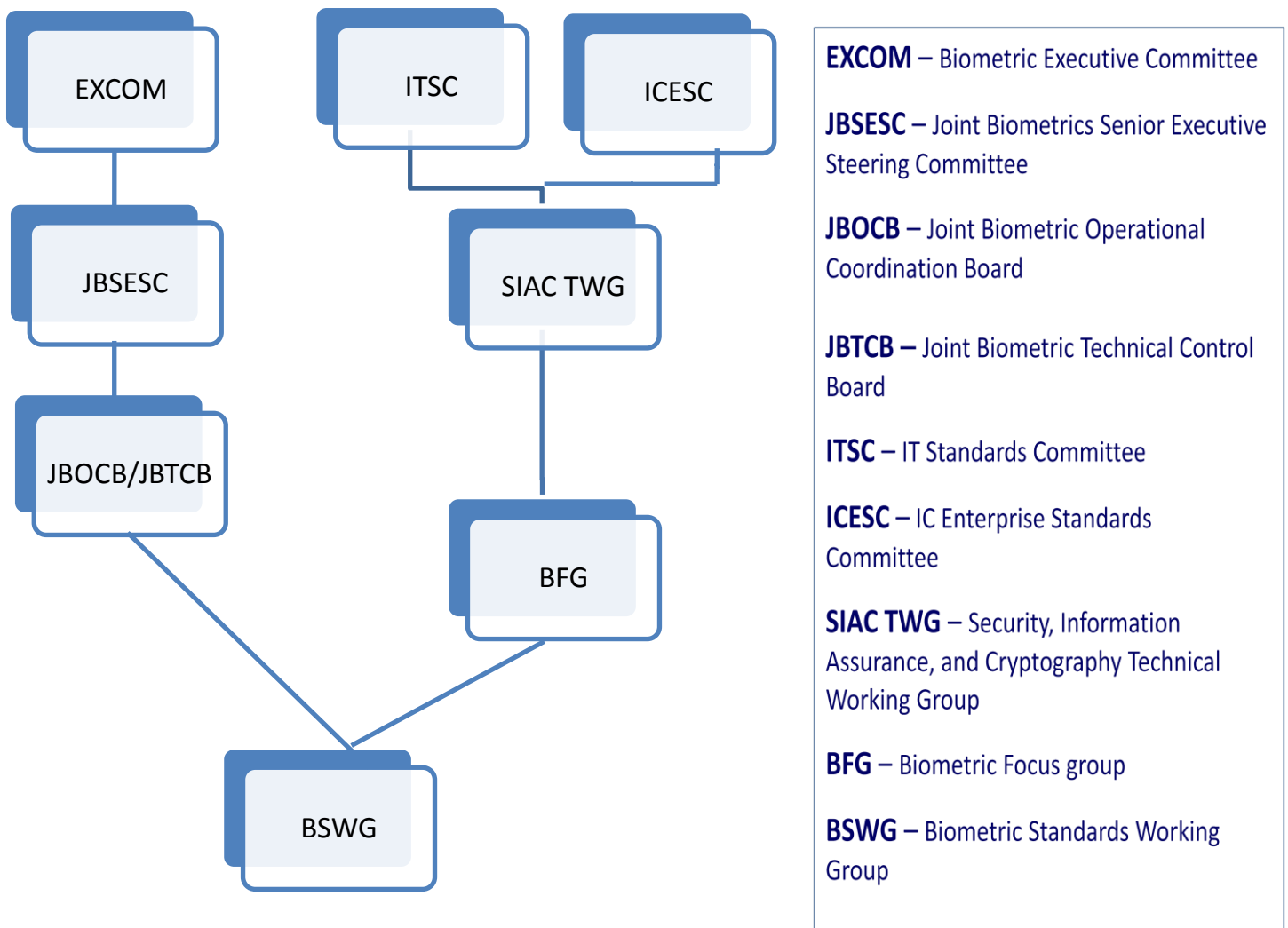
2) Defer. The comment will not be included in the document but will be noted as a possible new work item (i.e. it will be processed separately from the document under review).

3) Not Included. The comment will not be included in the document.

G. GOVERNANCE STRUCTURE

1. Relationship of the BSWG to the Joint Biometrics Governance and the Information Technology Standards Committee (ITSC) , Intelligence Community (IC) Enterprise Standards Committee (ICESC) Governance

- The BSWG reports its activities to and receives guidance from the JBOCB/JBTCB.
- The BSWG provides biometric standards based recommendations to the BFG



H. REFERENCES

1. DoD Biometrics Concept of Operations, November 2006
2. DoD Directive (DoDD) 8521.01E, Department of Defense Biometrics, February 2008
3. Biometrics Enterprise Strategic Plan 2008-2015, August 2008
4. CJCSI 6212.01E, Interoperability and Supportability of Information Technology and National Security Systems, 15 December 2008
5. DoDD 4630.05, Interoperability and Supportability of Information Technology and National Security Systems, dated May 2004
6. Department of Defense (DoD) Information Technology Standards Program (ITSP) Management Plan
7. DoD Executive Agent for Information Technology (IT) Standards, dated May 21, 2007