CHARTER
U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION
Criminal Justice Information Services Advisory Policy Board

1. **Committee's Official Designation (Title):** The Committee shall be known as the Criminal Justice Information Services (CJIS) Advisory Policy Board (hereafter referred to as the Board).

2. **Authority:** Establishment of the Board is authorized by 28 C.F.R. 20.35 and was initially approved by the Director of the Federal Bureau of Investigation (FBI) in March 1994. The Board was established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2.

3. **Objectives and Scope of Activities:** The Board will review and recommend general policy to the FBI on programs operated by the CJIS Division that reduce terrorist and criminal activities by maximizing the FBI's ability to provide timely and relevant criminal justice information to the criminal justice community. The Board's guidance will include the promotion of national security, by making recommendations that optimize the exchange of biographic and biometric information on known and suspected terrorists and the broadcast of National Alert System messages over the Law Enforcement Online. The programs operated under the CJIS Division include the Integrated Automated Fingerprint Identification System, Next Generation Identification, Law Enforcement National Data Exchange, Law Enforcement Online, National Crime Information Center, National Instant Criminal Background Check System, Uniform Crime Reporting, and other systems and programs administered by the CJIS Division as determined by the FBI Director.

   The Board will consider the operational needs of criminal justice agencies in light of public policy; national security; and local, state, tribal, and federal statutes. The Board will recommend security and privacy policy for the CJIS systems and standards for participation by criminal justice agencies.

4. **Description of Duties:** The Board will review and consider rules, regulations, and procedures for the operation of new and existing CJIS Division systems and programs. The duties of the Board are solely advisory in nature.

5. **Agency or Official to Whom the Committee Reports:** The Board will report to the Director of the FBI or the Director's designated appointee.

6. **Support:** The FBI will provide all necessary support services for the Board.

7. **Estimated Annual Operating Costs and Staff Years:** The estimated annual operating costs of the Board, Working Groups, and Subcommittees are expected to be approximately $1,368,057. These costs include 7.3 work years of FBI support services and the expenses of members to attend meetings.

8. **Designated Federal Officer:** A full-time FBI employee, appointed in accordance with agency procedures, will serve as the Designated Federal Officer (DFO). The DFO will approve or call all of the Board, Working Group, and Subcommittee meetings; prepare and approve all meeting agendas; attend all Board, Working Group, and Subcommittee meetings; adjourn any meeting when the DFO determines adjournment to be in the public interest; and chair meetings when directed to do so by the Director of the FBI.

9. **Estimated Number and Frequency of Meetings:** The Board, Working Groups, and Subcommittees generally will meet twice each year at approximately six-month intervals.

10. **Duration:** The period of time necessary for the Board to carry out its purpose is indefinite.

11. **Termination:** The Board's termination date is two years from the date this Charter is filed with Congress and is subject to renewal in accordance with Section 14 of FACA.

12. **Membership and Designation:** The Board consists of approximately 34 members composed of representatives of state, local and tribal governments, federal government employees and Special Government Employees. The membership includes the chief executive, or other policy-making level officials having responsibility for, or being substantially engaged in, the management of CJIS Division systems, from local, county, state, federal, and tribal law enforcement agencies from across the country. In addition, there are executive-level representatives from national criminal justice associations, from the correctional, judicial, and prosecutorial sectors of the criminal justice community, from a national security agency, and tribal law enforcement. Authority to appoint members of the Board is hereby delegated to the Director of the FBI.

13. **Subcommittees and Working Groups:** The overall advisory process structure will include four regional Working Groups and one Federal Working Group, made up of local, county, state, federal, and tribal law enforcement agency representatives. These Working Groups will provide information and recommendations to the Board on technical and operational issues to assist the Board in carrying out its duties. The DFO, in consultation with the Board Chairman and with FBI approval, may also establish ad hoc committees to assist the Board in carrying out its duties. The Working Groups and ad hoc committees will report only to the Board and will not report directly to the Director of the FBI.

14. **Recordkeeping:** Records of the Board shall be handled in accordance with the National Archives and Records Administration, General Records Schedule 26, Item 2. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. **Filing Date:** The filing date is the date the charter is filed with Congress.

May 23, 2013
Date

Eric H. Holder, Jr.
Attorney General