### **NIBIN EXECUTIVE BOARD CHARTER**

Since 1999, ATF has administered the NIBIN Program for Federal, State, and local law enforcement agencies. The program allows law enforcement agencies to acquire digital images of ballistic evidence then search for matches in an automated environment. Every major population center in the U.S. has access to NIBIN.

### A. Purpose

This Charter designates an Executive Board for the National Integrated Ballistic Information Network (NIBIN), referred to herein as the "Board," in order to ensure that ATF receives appropriate input from the Federal, State, and local law enforcement agencies that participate in NIBIN.

### B. Scope

The Board will recommend and provide guidance to ATF regarding NIBIN operations; rules, regulations, and procedures; ballistic imaging technology, standards, applications, and networking; contract matters, procurements, and expenditures; software and hardware upgrades, deployments, moves, and removals; investigations and tracking of investigative leads; and external relationships to include expansion of the Program to increase participation from Federal, State, and local law enforcement agencies.

# C. Reporting

The Board shall report to the Director of ATF or the Director's designee. Final authority over all Board recommendations will be subject to Director of ATF approval.

### D. Membership

Members may be appointed from federal, state or local law enforcement organizations by the Director of ATF. The Director will consider nominations from federal, state or local law enforcement agencies, and may (but is not required to) consider a nominee's efforts as an ambassador for the law enforcement community in making appointments. The Director may in this consideration take in account active membership in private law enforcement associations, such as the International Association of Chiefs of Police (IACP), the Major City Chiefs' Association (MCCA), the National Sheriffs' Association (NSA), or the American Society of Crime Laboratory Directors, Inc. (ASCLD).

Members will serve a one-year term commencing the first meeting of each new calendar year. Members will be eligible for reappointment. Members may end their membership by providing at least 90 days written notice to the Board.

Board members will recommend a Chair, subject to appointment by the Director of ATF.

# E. Meetings

The Board will generally meet twice a year at approximately six-month intervals. All Board members will be required to attend. If a member fails to attend two consecutive Board meetings, regardless of proxy representation and absent any mitigating circumstances, such member shall automatically relinquish membership on the Board.

The Board will convene and oversee a Users Congress to provide the Board with expert technical recommendations and guidance. The Users Congress will attempt to meet at the same location and during the same week that the Board meets at these six-month intervals.

The Board will recommend meeting dates, locations, and agendas to the Director of ATF for both the Board Meetings and Users Congress Meetings. ATF will schedule and fund all travel costs to the Meetings, subject to funding availability.

The Director of ATF will assign at least one ATF representative to be present for all Meetings. ATF will provide the necessary support services for the Board, subject to funding availability.

### F. Duration

This Charter will become effective upon the signature of the ATF Director below, and is enforceable upon each NIBIN Executive Board member upon his/her receipt of a letter of appointment issued by ATF.

ATF retains operational and administrative control over the NIBIN Program and the NIBIN Executive Board. ATF values the recommendations of the NIBIN Executive Board but is not obligated to follow the recommendations or guidance of the NIBIN Executive Board.

Kenneth E. Melson Date

Acting Director

Bureau of Alcohol, Tobacco, Firearms, and Explosives