



DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 270-165-6

29 May 2007

EQUIPMENT

Radio Frequency Identification (RFID) for Property and Equipment Accountability

1. **Purpose.** This Instruction prescribes policy and assigns responsibility for radio frequency identification (RFID) for property and equipment accountability.
2. **Applicability.** This Instruction applies to all DISA activities and contractors supporting DISA activities.
3. **Authority.** This Instruction is published in accordance with the authority contained in Under Secretary of Defense (USD) Acquisition, Technology, and Logistics (AT&L) Memorandum, Radio Frequency Identification (RFID) Policy, 30 July 2004.
4. **Scope.** This Instruction addresses the use of active and passive RFID tags. An active RFID tag (high data capacity) is used for shipment and transit of bulk materials providing global in-transit visibility. A passive tag is used for accountable organizational property and equipment.
5. **Objective.** As DoD moves forward to enhance the transformational role and to institutionalize RFID technology, Electronic Product Code (EPC) interoperable tags will provide an enhanced way of maintaining property accountability globally. The use of RFID, as required by DoD, will facilitate accurate hands-free data retrieval in support of the Agency's shipping, receiving, property asset management, and the internal movement of assets.
6. **Policy.** As directed in the USD(AT&L) memorandum ([authority document](#)), testing, training, and evaluation (TT&E) for RFID property and equipment acquisition accountability will be implemented across the Agency.
 - 6.1 RFID will be a mandatory requirement in solicitations for delivery of bulk material.
 - 6.2 Only RFID-capable automated information systems (AISs) equipment will be acquired when the peripherals that support

RFID-capable business processes are needed (e.g., optical scanners and printers used for shipping labels).

7. Responsibilities.

7.1 Principal Directors of Strategic Business Units, Directors and Chief of Shared Services Units, Component Acquisition Executive, Directors of Program Executive Offices, Commanders of Special Missions, and Director of Test and Evaluation Management Center, Headquarters, DISA; Commander of Joint Interoperability Test Command; and Commanders of DISA Combatant Command Field Offices. These individuals will:

7.1.1 Ensure compliance with all policies prescribed in this Instruction and adherence to the highest ethical standards in maintaining and protecting government property.

7.1.2 Ensure planning and resources necessary for RFID implementation are provided within their organizations.

7.2 Director for Manpower, Personnel, and Security (MPS).

In addition to the responsibilities assigned in subparagraph 7.1, the Director, MPS, as the overall Agency manager for RFID assets, will:

7.2.1 Maintain and update policies, procedures, and guidance for centrally purchased RFID assets.

7.2.2 Ensure Agency compliance with the authority document and milestones set by office of the USD(AT&L) for RFID implementation.

7.2.3 Provide oversight of the initial TT&E phase of RFID implementation.

7.2.4 Ensure initial and refresher training sessions for Contracting Officer Representatives (CORs) and Task Mangers (TMs) include key aspects of RFID for property and equipment accountability as RFID is implemented.

7.2.5 Serve as the Agency executive for planning required funding for RFID implementation.

7.2.6 Ensure budget planning for TT&E implementation of RFID.

7.2.7 Establish supplemental management controls, as necessary, to ensure centralized purchasing processes for RFID equipment are protected from waste, fraud, and abuse.

7.2.8 Oversee RFID implementation for property accountability and ensure performance measures are developed and maintained.

7.2.9 Appoint the Agency RFID Implementation Manager from within MPS.

7.2.10 Approve waivers for exceptions to this Instruction.

7.3 Director for Procurement (PLD). In addition to responsibilities assigned in [subparagraph 7.1](#), the Director, PLD, will:

7.3.1 Ensure procurement planning and processing follow the guidelines identified in the authority document.

7.3.2 Ensure all contracting officers are knowledgeable and/or trained in the requirement to include RFID capabilities in property and equipment acquisitions.

7.4 Component Acquisition Executive (CAE). In addition to responsibilities assigned in [subparagraph 7.1](#), the CAE will:

7.4.1 Ensure program managers who report directly to the CAE comply with all policies prescribed in this Instruction and continually demonstrate an appropriate level of competence and proficiency in implementing and sustaining RFID technology.

7.4.2 Ensure RFID management is addressed during the Agency's acquisition for life-cycle replacement equipment reviews.

7.4.3 Ensure RFID acquisition in DISA leverages the purchasing power of the Department of the Army Program Executive Office Enterprise Information System (PEO EIS).

7.5 Director for Strategic Planning and Information (SPI). In addition to responsibilities assigned in [subparagraph 7.1](#), the Director, SPI, will ensure Information Management Officers (IMOs) follow RFID guidelines identified in the authority document.

7.6 Director of Test and Evaluation Management Center (TEMC) and Commander of Joint Interoperability Test Command (JITC). In addition to responsibilities assigned in [subparagraph 7.1](#), the Director, TEMC, and Commander, JITC, will:

7.6.1 Test and evaluate RFID assets to be used by the Agency and provide feedback with respect to the functional performance of the product as it relates to accountable property and equipment.

7.6.2 Serve as the DISA testing activity, and the only activity other than MPS, authorized to acquire RFID equipment during the testing phase ahead of full implementation Agency-wide.

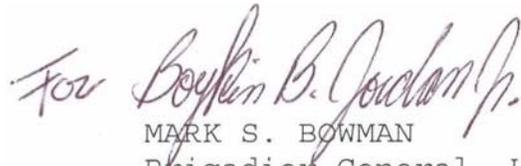
8. RFID Implementation Manager Duties. The RFID Implementation Manager, as the Agency focal point for RFID to support property and equipment accountability, will:

8.1 Serve as the Agency focal point for RFID to support property and equipment accountability and asset location, as well as shipping and receiving.

8.2 Represent the Agency at DoD meetings pertaining to RFID.

8.3 Research and identify other potential uses for RFID technology (e.g. Common Access Card (CAC) with RFID tags to enhance personnel accountability [tracking an individual's arrival, current location, or departures]) for security and safety management.

FOR THE DIRECTOR:


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