TITLE (Name of Council, group)

1. **PURPOSE**. (Define the council and its goals/objectives.)
2. **APPLICABILITY/SCOPE**. (Specify the subject matter, functions, or elements the council/group will address.)
3. **AUTHORITY**. (Specify the Authority/Directive that calls for the creation of this group.)
4. **FUNCTIONS**. (Describe the tasks that will be completed by the group.)
5. **MEMBERSHIP**. (Specify the chairs of the group and list the members and their organizations.)
   1. **Chair:**
   2. **Co-Chair:**
   3. **Members:**
6. **MEETINGS**. (Specify the frequency of meetings.)
7. **DURATION**. (How long will this charter be in effect.)
8. **RECORDS**. (Specify who will create/keep any records created by the group. Specify that a copy of the signed charter must be submitted to the Office of Policy and Strategic Planning, Directives Management Team.)
9. **OFFICE OF PRIMARY INTEREST**.

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Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title

(NNSA Administrator or designated Authority)