**2021 Guidance for Creating Agency Inventories of**

**Artificial Intelligence Use Cases**

Pursuant to Section 5 of Executive Order (EO) 13960, “Promoting the Use of Trustworthy Artificial Intelligence in the Federal Government”[[1]](#footnote-2), federal agencies are required to inventory their Artificial Intelligence (AI) use cases and share their inventories with other government agencies and the public. This guidance provides the *criteria*, *format*, and *mechanisms* for federal agencies, designated under Section 8 of the EO, to create their inaugural AI use case inventories.

This guidance is designed to collect a specific set of information for the initial inventory with the intent to expand upon this foundation for subsequent inventories. The Federal Chief Information Officers (CIO) Council will update these instructions annually to mature this effort and ensure incorporation of technological advances, increased usability, and alignment with relevant authorities and stakeholders. Results from the 2021 inventory will inform any future guidance for subsequent inventories.

To aid agencies in the completion of their AI use case inventory, please refer to “FAQs: 2021 Guidance for Creating Agency Inventories of Artificial Intelligence Use Cases” maintained at <https://community.max.gov/x/RBASgw>. If there are additional agency questions, please submit to [feedback@cio.gov](mailto:Feedback@cio.gov).

**Required Actions**

Within 180 days of this memorandum, designated agencies under EO 13960 shall:

1. Email the Office of the Federal Chief Information Officer (OFCIO) at [feedback@cio.gov](mailto:feedback@cio.gov) with the name(s) of their:  
   1. Responsible Official(s), per Section 8(c) of the EO
   2. Chief Information Officer, per the Clinger-Cohen Act of 1996
   3. Chief Data Officer, per the Foundations for Evidence-based Policymaking Act

OFCIO will share the submitted information with the Federal CIO Council and Federal Chief Data Officers Council.

1. Responsible agency official(s) shall apply the definition of AI as described in section 238(g) of the National Defense Authorization Act[[2]](#footnote-3) and follow the inventory criteria, format, and mechanisms listed below to coordinate and create their respective inventories, including sharing compiled information with relevant stakeholders pursuant to EO 1396

1. [Exec. Order No. 13960, 85 Fed. Reg. 78939 (Dec. 3, 2020).](https://www.federalregister.gov/documents/2020/12/08/2020-27065/promoting-the-use-of-trustworthy-artificial-intelligence-in-the-federal-government) [↑](#footnote-ref-2)
2. [National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, 132 Stat. 1636, 1695 (Aug. 13, 2018) (codified at 10 U.S.C. § 2358)](https://www.congress.gov/115/plaws/publ232/PLAW-115publ232.pdf) [↑](#footnote-ref-3)