

**GUIDELINES FOR THE**  
**HQDA Enterprise Working Group Charter**

1. **Name of Organization** – HQDA Enterprise Working Group (EWG)
2. **Date Established** – 09/26/02
3. **Date Terminated** – Continuing
4. **Category and Type of Organization** – Permanent Working Group to provide enterprise-wide oversight to IT requirements for organizations serviced by IMCEN or under IMCEN technical control.
6. **Authority** – AR 25-1
7. **Purpose** – To receive, validate, and prioritize IT requirements forwarded to the group by the HRTRWG or the HQDA DOIM as well as assess the impact of business initiatives on the existing IT infrastructure, end-user interface, and Service Level Agreements, and provide a recommendation to the submitting Governance entity (HRTRWG or the HQDA DOIM).
8. **Objective** - To make unbiased, fair and equitable decisions, and recommend execution of initiatives based on established HQDA and Army Knowledge Management (AKM) goals and priorities, financial feasibility, and compatibility with existing HQDA technical standards.
9. **Organization and Composition:**
  - a. **Working Group Chair** – Chief, Customer Support Division, IMCEN.
  - b. **Working Group Members** – There will be 10 permanent and 5 rotating members. The 5 rotating members will be representatives of other HQDA organizations that are not included in the list of the 10 permanent member organizations. The following organizations will provide the permanent members: G1, G2, G3, G4, G6, G8, OAA, SAALT, ASAFM, and the 1108th Signal Brigade. The following organizations will provide the rotating members: ACSIM, ASACW, ASAI&E, ASBCA, CSA, AAA, TIG, TSG, OCLL, OCPA, OGC, TJAG. The organizations providing the rotating members will be selected on a random basis for a one-year term.
  - c. **Member Qualifications** - The above-mentioned organizations shall designate individuals who are knowledgeable about the HQDA IT environment and their respective organization's IT infrastructure. The Working Group members are required to be able to read and comprehend issues presented to the working group and make sound business decisions. The ideal candidates will be the organizations' IMO or personnel who are fulfilling IMO-like duties.

- d. **Alternate Members** – Every organization shall designate an alternate Working Group member to represent the organization if the primary member is unable to attend the Working Group meetings. At least one of the designated representatives must attend the Working Group meetings for the organization's vote to be counted. To be counted or considered, votes, recommendations, and suggestions must be submitted at EWG meetings or through electronic means managed by the HQDA DOIM IT Governance Team.
  - e. **Other Representatives** – The EWG may invite subject matter experts to observe or participate in Working Group meetings depending on the issue at hand. These subject matter experts will not participate in voting. In addition, RAD Customer Liaison's may attend the Working Group meetings to provide additional insight to their agency's requirement.
10. **Working Group Responsibilities** – The EWG will:
- a. Review initiatives and requirements forwarded by the HRTRWG or the HQDA DOIM.
  - b. Review initiatives that may result in a significant technical impact on the HEN or HCEN.
  - c. Review submitted initiatives and requirements for duplication of effort and provide alternative solutions, if they exist;
  - d. Discuss and vote on issues submitted for the working group's resolution;
  - e. Recommend prioritization of approved HQDA initiatives and requirements;
  - f. Recommend approval of technical initiatives and submit prioritization of initiatives to the submitting Governance entity;
  - g. Provide guidance for written justification of disapprovals to the HQDA DOIM IT Governance Team. The HQDA DOIM IT Governance Team will prepare and send the justification to the appropriate RAD Customer Liaison for further presentation to the customer.
11. **Member Responsibilities.** The permanent and alternate members of the EWG will:
- a. Attend the regularly scheduled and special meetings called by the Chair. Only one organization representative (primary or alternate) is required at the meeting. The alternate representative may attend the meeting together with the primary only on a space-available basis;
  - b. Review submitted read-ahead material on issues presented to the Working Group prior to the meetings;
  - c. Provide information about the issues discussed or reviewed at the Working Group meetings to appropriate members of their organizations as needed;
  - d. Review and consider proposed initiatives and requirements at the Working Group meetings for technical soundness and financial feasibility;

- e. Provide recommendations and/or cast a vote at the Working Group meetings regarding the initiatives without bias or prejudice;
  - f. Prioritize technical initiatives and requirements based on overall AKM goals and needs;
  - g. Defend the EWG position in future deliberations.
12. **Chair Responsibilities.** The Chair of the EWG will:
- a. Serve as the leader of the Working Group;
  - b. Convene the Working Group bi weekly or more frequently as needed;
  - c. Coordinate and facilitate the submission of the Working Group's recommendations to the HRTRWG or the HQDA DOIM;
  - d. Facilitate coordination and communication among supporting working groups and Working Groups and interfacing organizations;
  - e. Cast the deciding vote in case of a tie;
  - f. Execute responsibilities without any bias or prejudice to particular organizations or their members.