

# **Guidelines for the HQDA Requirements and Technical Review Working Group**

1. **Name of Organization** - HQDA Requirements and Technical Review Working Group (HRTRWG)
2. **Date Established** - 26 September 2002
3. **Date to be Terminated** - Continuing
4. **Membership** - Representatives from the following IMCEN Divisions/Branches: Requirements Analysis and Design, Business Applications, Customer Support, Enterprise Services, Installation Services, Information Assurance and System Support Services.
5. **Authority** - AR 25-1
6. **Scope** - The HRTRWG will be the primary entrance point for review of new Information Technology/Information Management (IT/IM) HQDA customer requirements. The submitted requirements will be address the following areas:
  - a. Purpose
  - b. Targeted Audience
  - c. Impact on Mission
  - d. Technical Feasibility
  - e. Cost

7. **Purpose** - The HRTRWG reviews the submitted requirements and makes recommendations to the HQDA DOIM. Their recommendations will address AKM Goal compliance, HQDA DOIM policy, practices and procedures; near-term and long-term plan, broad functional and technical direction, and procurement resources, if known.

The Working Group will provide advice and make recommendations to the HQDA DOIM based upon information/justification submitted by the requestor as well as taking into consideration HQDA mission, priorities, standards and resources.

The HRTRWG will meet once a week to discuss all new and old business and be responsible for presenting and/or reviewing pertinent documentation in preparation to make a sound recommendation to the HQDA DOIM.

8. **Organization and Composition** - The HRTRWG will be chaired by the Deputy Director of IMCEN, or designee, and will be composed of designated representatives of the following Divisions/Branches:
  - a. Requirements Analysis and Design (RAD)

- b. Business Applications (BA)
- c. Customer Support (CS)
- d. Enterprise Services (ES)
- e. Installation Services (IS)
- f. Information Assurance (IA)
- g. System Support Services (SSS)

9. **HRTRWG Member Responsibilities** - The HRTRWG:

- a. Review HQDA IT/IM requirements;
- b. Present requirements to the working group;
- c. Participate in weekly meetings to review IT/IM requirements;
- d. Provide recommendation on actions supporting the requirement to the HQDA DOIM;
- e. Forward requirement to EWG based upon enterprise impact;
- f. Notify customer of approval/disapproval/status.

10. **Chair Responsibilities**. The Chair of the HRTRWG will:

- a. Serve as the leader of the Working Group;
- b. Convene the Working Group weekly or, as needed;
- c. Coordinate and facilitate the submission of the Working Group's recommendations to the HQDA DOIM;
- d. Facilitate coordination and communication among supporting working groups and boards and interfacing organizations;
- e. Cast the deciding vote in case of a tie;
- f. Execute its functions without any bias or prejudice to particular organizations and their members.