

HQDA Information Technology Services Executive Board Charter

1. **Name of Organization** – HQDA Information Technology Services Executive Board (SEB)
2. **Date Established** – 26 September 2002
3. **Date Terminated** – Continuing
4. **Established by the Order of** - Administrative Assistant to the Secretary of the Army
5. **Category and Type of Organization** – Permanent Board for the executive oversight of the HQDA IT decision-making process
6. **Authority** – The Information Technology Services Executive Board was established under the authority of the Army CIO Governance structure
7. **Purpose** – To receive, consider, and prioritize technical and functional requirements submitted by the HQDA DOIM. Recommend endorsement or other feasible solution for implementation of approved technical requests to the Army CIO Governance structure.
8. **Objective** - To make unbiased decisions and recommend execution of technical and functional initiatives based on established HQDA and Army Knowledge Management (AKM) goals and priorities, financial feasibility, and existing HQDA technical standards.
9. **Scope** – The Board will address all new technical and functional requirements and initiatives submitted by the HQDA DOIM (most of them will be above the \$250,000 threshold, however, DOIM can forward to the SEB some requirements that are below the threshold, but considered to have a significant impact on the HQDA enterprise). The Board will address such requirements from the prioritization and evaluation point of view. The Board will make appropriate changes and/or corrections to recommendations submitted by the DOIM and forward them to the Army CIO Governance structure. If a request is denied, the board will provide a written justification to the submitting organization.

Board decisions and recommendations may impact all HQDA organizations that are directly supported by IMCEN as well as all organizations that are under IMCEN's technical direction.
10. **Organization and Composition:**
 - a. Board Chair – the Board will be co-chaired by the Administrative Assistant, Office of the Administrative Assistant (OAA) and the Director of the Army Staff (DAS).

- b. **Members** – There will be 10 permanent and 5 rotating members. The 5 rotating members will be representatives from 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 Brigade. The following organizations will provide the rotating members: ACSIM, ASACW, ASAI&E, CSA, AAA, TIG, TSG, OCLL, OCPA, OGC, and TJAG. The organizations providing the rotating members will be selected on a random basis for a one-year term. The organization representatives to the Executive Board must be civilian personnel ranking GS-15 or higher, military personnel ranking Colonel or higher.
- c. **Board Member Qualifications** - The above-mentioned organizations shall designate individuals who are in charge of their overall operations. The Board members are not required to possess technical expertise, since both, technical and functional staff will previously analyze the issues considered by the Board. The board members must represent the entire organization and be authorized to make decisions on behalf of the entire organization.
- d. **Alternate Members** – Each organization shall designate an alternate board member to represent the organization if the primary member is unable to attend the board meetings. At least one of the designated representatives must attend the board meetings for the organization's vote to be counted. To be counted or considered, votes, recommendations, and suggestions must be submitted at SEB meetings or through electronic means managed by the HQDA DOIM IT Governance Team. In the absence of the primary member, the alternate member shall represent the entire organization and shall be authorized to make decisions on behalf of the entire organization
- e. **Organizations that Do Not Have a Permanent or a Rotating Member on the Board** – Such organizations' requirements will be forwarded to the SEB for approval after they are considered by the HQDA DOIM and/or the EWG. The organizations cannot contact the SEB directly.
- f. **Other Representatives** – The SEB may invite other subject matter experts to observe or participate in board meetings depending on the issue at hand. These subject matter experts will not participate in voting.

11. **Board Responsibilities** – The SEB will:

- a. Review submitted technical initiatives and requirements for technical and financial feasibility;
- b. Review submitted technical initiatives and requirements for duplication of effort and disapproves requests that appear to be duplicative;
- c. Discuss and vote on issues submitted for the board's resolution;
- d. Recommend prioritization of approved HQDA technical initiatives and business requirements to Army CIO Governance structure;
- e. 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 submitting organization.

12. **Member Responsibilities.** The permanent and rotating members of the SEB (or their designated alternates) will:

- a. Attend the regularly scheduled and special meetings called by the Chair. Only one organization representative (primary or alternate) is required to attend the meetings. 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 Board prior to the meetings;
- c. Provide information about the issues discussed or reviewed at the Board meetings to appropriate members of their organizations as needed;
- d. Review and consider proposed initiatives at the Board meetings based on overall Army needs and financial feasibility;
- e. Provide recommendations and/or cast a vote at the Board meetings regarding the initiatives without bias or prejudice;
- f. Prioritize technical initiatives and requirements based on overall AKM goals and needs; and
- g. Defend the SEB position in future deliberations.

13. Chair Responsibilities. The Chair of the SEB will:

- a. Serve as the leader of the Board;
- b. Convene the Board quarterly or more frequently as needed;
- c. Coordinate and facilitate the submission of the Board's recommendations to the Army CIO Governance structure;
- d. Facilitate coordination and communication among supporting working groups and boards and interfacing organizations;
- e. Report on SEB activities to the Army CIO Governance structure;
- f. Cast the deciding vote in case of a tie; and
- g. Execute its functions without any bias or prejudice.

14. HQDA DOIM IT Governance Team. The HQDA DOIM IT Governance Team will:

- a. Receive and prepare requirements submitted by organizations, DOIM or the EWG for the Board's meetings. Request additional information and clarifications from a submitting entity in case a requirement is not clear;
- b. Prepare meeting agendas and conduct pre-briefings for the Chair;
- c. Prepare read-ahead material for Board members and disseminate the material prior to Board meetings;
- d. Take meeting minutes in the established format and disseminate the minutes among the Board members after the meetings; and
- e. Other duties may include various administrative tasks to support the SEB operations.

15. Definitions.

Technical Initiative/Requirement – a funded or an unfunded IT technical need.

IT Services – resources and activities employed in the acquisition, development, collection, processing, integration, transmission, dissemination, media replication, distribution, use, retention, storage, retrieval, maintenance, access, disposal, security and management of information. IT refers to any equipment or interconnected system or subsystem that includes computers, ancillary equipment, software, firmware and support services.

Submitting Organization – an HQDA organization that has a technical IT initiative or requirement that requires approval.

SEB Recommendation – a written decision based on the votes cast by the SEB members that is submitted to the Army CIO Governance structure for endorsement.

SEB Prioritization – a written decision based on the votes cast by the SEB members that prioritizes HQDA IT initiatives and requirements and is a part of the SEB recommendation.

OPCON (Operational Control) – the authority to perform those functions of command over subordinate forces, involving organizing and employing commands and forces, assigning tasks, designating objectives and giving authoritative direction necessary to accomplish the mission. It includes authoritative direction over all aspects of operations and training necessary to accomplish missions assigned to the command.

TECHCON (Technical Control) – the authority for one organization to issue and enforce policy and authoritative direction concerning the use of techniques, procedures, standards, configurations, designs, devices and systems to another organization to accomplish a specific missions (s). TECHON does not include command authority or include authoritative direction for logistics or matters of administration discipline, internal organization or unit training.

16. Recommend Approval.

Permanent Members:

G1

Date

G2

Date

G3

Date

G4

Date

G6

Date

G8

Date

OAA

Date

SAALT

Date

ASAFM

Date

1108th Signal Brigade

Date

Rotating Members:

ACSIM

Date

ASACW

Date

ASAI&E

Date

CSA

Date

AAA

Date

TIG

Date

TSG

Date

OCLL

Date

OCPA

Date

OGC

Date

TJAG

Date