

APPENDIX A—BOARD PROCEDURES

The reviews by senior-level policy executive are integral to the success of USDA's CPIC process. The Boards ensure compliance with guidance from Congress, OMB, and GAO, as well as apply sound business practices to the planning, acquisition, and operation of large IT investments. The following sections contain the E- Board Charter.

E-BOARD CHARTER

I. Purpose

The purpose of this Charter is to define the authority, membership, roles and responsibilities of the Executive Information Technology Investment Review Board (E-Board), and its relationships to other internal and external bodies.

II. Background

The Clinger-Cohen Act dramatically changes the way Federal agencies must acquire and manage information technology (IT). The Act expands upon the requirement, initially introduced by the Government Performance and Results Act (GPRA), that agency IT investments be directly linked to, and supportive of, program objectives.

The Clinger-Cohen Act requires executive agencies to develop a capital planning and investment control process for making technology, budget, financial and program management decisions. While each phase of a sound investment process has its own requirements for successful implementation, there are some overall organizational attributes that are critical to successful investment evaluation:

- Senior management attention
- Overall mission focus
- A comprehensive, enterprise-wide approach to technology investment.

III. Authority

Pursuant to the requirements of the Clinger-Cohen Act, the Department of Agriculture has established the E-Board, made up of senior-level policy executives, to ensure that USDA IT investments are managed as strategic business resources. The deputy secretary oversees this process as part of his responsibility for day-to-day operations of the Department.

IV. Membership

The E-Board is comprised of the Department's senior-level policy executives, as follows:

- Deputy Secretary—Chair
- Chief Information Officer—Vice-Chair and Executive Secretary
- Chief Financial Officer
- General Counsel
- Director of the Office of Budget and Program Analysis
- Under Secretary for Farm and Foreign Agricultural Service
- Under Secretary for Food, Nutrition, and Consumer Service
- Under Secretary for Food Safety



- Under Secretary for Marketing and Regulatory Programs
- Under Secretary for Natural Resources and Environment
- Under Secretary for Research, Education, and Economics
- Under Secretary for Rural Development
- Assistant Secretary for Administration
- Assistant Secretary for Civil Rights.

At the Board's discretion, ex-officio members may be named to provide specialized expertise and advice.

V. Roles and Responsibilities

The E-Board will:

- Approve new IT investments and evaluate existing projects and operational systems to create a USDA IT investment portfolio which best supports the Department's missions and program delivery processes.
- Assemble and evaluate the portfolio using a standard set of criteria, developed by the OCIO and approved by the E-Board. Criteria will include a consideration of Departmental or Government-wide impact, visibility, cost, risk, eGovernment support, security and standards.
- Support and protect the USDA Enterprise Architecture.
- Assure that the Department's IRM Program remains in compliance with the requirements of the Clinger-Cohen Act, and other legislation that addresses IT issues.

In the scope of E-Board activities, an IT investment encompasses all investments involving IT and information resources as defined in the Clinger-Cohen Act. This includes equipment, IRM services, information or application system design, development, and maintenance, regardless of whether such work is performed by government employees or contractors.

VI. Meetings and Communications

Principals are expected to attend all meetings. Attendance may be in person or any other two-way, interactive communications means, such as conference call or video teleconference. If necessary, a member may be represented by a designated alternate.

Meetings will be held annually or more frequently subject to the call of the Chair.

The Executive Secretary will provide all communications functions for the E-Board. To include preparing an agenda for all meetings, providing the agenda and meeting notice to members prior to each meeting, recording and distributing an Executive Summary of all meetings, and performing other scheduling, correspondence, and communications functions as needed.