

## CHARTER

### USGS Investment Review Board

#### I. Purpose

The purpose of the USGS Investment Review Board (IRB) is to oversee a Capital Planning and Investment Control (CPIC) process for the Bureau that meets Department of the Interior (DOI) CPIC certification standards and is in compliance with the requirements of the Office of Management and Budget, the General Accounting Office's Investment Management framework, *and* other legislation and regulations that address capital planning and investment issues. The IRB ensures that the Bureau's *capital investment portfolio* provides the best blend of investments to meet mission and strategic goals, while minimizing risks and maximizing return on investments. To reach this goal, the IRB oversees a comprehensive investment portfolio selection and control process to incorporate benefits and risk criteria linked to mission goals and strategies. The IRB also ensures that the Bureau's *information technology (IT) and major facilities* investments are managed as strategic business resources supporting efficient and effective program delivery.

#### II. Roles and Responsibilities

The IRB makes recommendations to the USGS Director on new and ongoing IT *and major facilities* capital investments in order to create and maintain a Bureau investment portfolio which best supports the USGS and DOI mission and strategic goals. The Director will submit approved investments into the Department's CPIC process. The IRB is responsible for the following activities:

- Develop and maintain Bureau-level multi-year capital investment plans for IT and *major facilities* investments;
- Identify investment integration opportunities within the USGS and with other DOI Bureaus;
- Develop and maintain criteria to support pre-selection, selection, control and evaluation of the Bureau's investment portfolio that aligns with USGS and DOI mission, strategic goals, and business priorities;
- Guide business case (Exhibit 300) preparation and review;
- Evaluate business cases and score and rank investments at the Bureau level and make recommendations to the Director as to which business cases should be submitted to DOI as part of the annual budget cycle.
- Review ongoing projects to ensure that project status, progress, and outlook are satisfactory and consistent with project plans;
- Identify deficiencies in project management and monitor corrective actions; Provide advice and recommendations to support USGS representation and participation in the overall DOI CPIC process, in justifying USGS business cases, identifying opportunities for cross-bureau integration, and evaluating other DOI business cases.

### III. Membership

The USGS IRB membership is as shown below:

Deputy Director (Chairman)

Chief of Budget Office

Chief Financial Officer

Geographic Information Officer

Chief of Human Resources

Science Discipline Associate Director (one serving on a rotating two-year term; term will be staggered with that of Regional Director to provide for overlap)

Regional Director (one serving on a rotating *two-year term*)

*Field Managers (two serving on staggered, rotating two-year terms)*

*USGS Business Representative to DOI E-Government Team*

*Non-Voting, ex-officio members will include:*

*Chief, Office of Management Services*

*A-130 Program Manager*

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

### IV. Procedures

Meetings of the IRB are held at least quarterly to meet DOI CPIC reporting requirements and to support the Bureau/Departmental budget cycle. The IRB may meet more frequently subject to the call of the Chair, as circumstances warrant. Members may also be represented by a designated alternate and may have a proxy cast their votes. The minutes of each meeting are recorded and distributed. The IRB makes decisions on investments and related issues by voting. In order for a vote to occur, a quorum must be present. Decisions of the IRB will be documented, recorded, and transmitted consistent with the Bureau's directives system.

The Geographic Information Officer and the Chief Financial Officer will work together to ensure that necessary staff resources are available to support the IRB in carrying out its roles and responsibilities.

Approved: Charles G. Groat  
Director, U.S. Geological Survey

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Revised: Charles G Groat  
Director, U.S. Geological Survey

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