DEPARTMENT OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301—6000

October 27, 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ATTN: CHIEF INFORMATION OFFICER
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
ATTN: CHIEF INFORMATION OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
ATTN: CHIEF INFORMATION OFFICER
DIRECTOR, ADMINISTRATION AND MANAGEMENT
ATTN : CHIEF INFORMATION OFFICER
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES
ATTN: CHIEF INFORMATION OFFICER
DIRECTORS OF THE FIELD ACTIVITIES
ATTN: CHIEF INFORMATION OFFICER

SUBJECT: Department of Defense (DoD) Information Technology Portfolio Repository
(DITPR) Configuration Control Board (CCB) Charter

The DITPR CCB is hereby established as the principal body to manage
recommended changes to DITPR, to include supporting processes and business rules.
The primary mission of the CCB is to provide oversight of changes to DITPR in the form
of prioritized requirements and implementation guidance to the DITPR Program Manager
to meet the needs of data providers (Components) and functional processes within DoD.
The functions and membership of the CCB are contained in the attached Charter.

Questions regarding the operation of the Board may be directed to the CCB
Secretary, Kevin Garrison, Kevin.garrison.ctr@osd.mil, (703) 602-0980 ext 149.

Priscilla E. Guthrie
Deputy Assistant Secretary of Defense
(Deputy CIO)

Attachments:
As Stated

Charter
Department of the Defense Information Technology Portfolio Repository (DITPR)
Configuration Control Board (CCB)

A. Purpose and Scope.

The DoD Information Technology Portfolio Repository (DITPR) Configuration Control Board will function as the principle body to manage recommended changes to DITPR, to include supporting processes and business rules.

The DITPR was designated as "the Enterprise Shared Space for IT Portfolio Management data for all DoD business IT systems" by the DoD Deputy CIO on March 17, 2005. At that time it was further declared to be "an interim solution that is necessary to support the Defense Business System accountability requirements contained in the Ronald Reagan National Defense Authorization Act (NDAA) of 2005, until a transition is made to a long term, net-centric solution."[1]

In addition, upon completion of the merger of the DoD IT Registry into DITPR, it will also become "the official unclassified DoD data source for FISMA, E-Authentication, Portfolio Management, Privacy Impact Assessments, the inventory of MC/ME/MS systems, and the registry for systems under DODI 5000.2."[2]

The primary mission of the CCB is to provide oversight of recommended changes to DITPR in the form of prioritized requirements and implementation guidance to the DITPR Program Manager to meet the needs of data providers (Components) and functional processes within DoD.

B. CCB Functions.

1) Receive, via the Technical Solutions Integrated Process Team, DITPR requirements that have been fully justified, reviewed and determined to be within the scope and mission of the program.

2) Review, approve, and prioritize proposed requirements and adjudicate conflicting requirements based on DoD mission priorities and available resources.

3) Submit prioritized proposed requirements to the Program Manager to determine cost and schedule implications.

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[1] DCIO Memorandum, March 17, 2005, "Department of Defense (DoD) Information Technology Portfolio Registry (DITPR)"

[2] DCIO Memorandum, September 28, 2005, "Department of Defense (DoD) Information Technology (IT) Registry Merger Into the DoD IT Portfolio Repository (DITPR)"

4) Approve release content and implementation schedules developed collaboratively with the DITPR Program Manager to include: application changes or enhancements, technical changes, data element additions or changes.

Note 1: The Program Manager has the authority to implement changes that are required to meet statutory or security requirements without CCB approval.

Note 2: The attached DITPR Governance diagram identifies the points of contact and process relationships for application changes or enhancements, technical changes, or data element additions or changes.

C. DITPR CCB Composition (O6/GS-15 level, or organization's designated representative)

1) CCB Chair: DoD DCIO (Voting)

2) CCB Members (Voting):
   a) Deputy Chief Information Officer, Department of the Army (Army CIO)
   b) Deputy Chief Information Officer, Department of the Navy (DON CIO)
   c) Deputy Chief Information Officer, Department of the Air Force (Air Force CIO)
   d) Representative, Business Mission Area (Business Transformation Agency)
   e) Representative, Warfighting Mission Area (Joint Staff J6)
   f) Representative, Enterprise Information Environment Mission Area (DoD CIO)
   g) Representative, Defense Intelligence Mission Area (USD(I))
   h) Representative, Defense Agencies and Defense Field Activities (Rotates every 6 months among Agencies and Activities with systems in DITPR)

3) Advisory Members (non-voting):
   a) Representative, Defense Information Systems Agency
   b) Representative, Combatant Commands
   c) Representative, National Security Agency
   d) Representative, Defense Finance and Accounting Service
   e) Representative, DASD(Resources) for IT Budget
   f) Representative, DASD(DCIO)/DIAP for FISMA
   g) Representative, DASD(DCIO)/DIAP for E-Authentication
   h) Representative, DASD(DCIO)/PPI for Privacy Impact Assessments
   i) Representative, DASD(DCIO)/CPO for Mission Critical/Mission Essential Systems
   j) DITPR Project Manager
   k) Representatives, Core Business Mission Areas and other Mission Area Domains
   l) Representative, OSD CIO

4) CCB Secretary (non-voting): DASD(DCIO)/CPO.

D. Responsibilities.

1) CCB Chair.
   a) Call and chair CCB meetings.
   b) Approve agendas.
   c) Present and represent positions of the CCB.
   d) Convene and assign ad hoc teams to perform specific tasks or develop specific products needed by the CCB.
   e) Approve minutes.

2) Members.
   a) Identify and nominate agenda items and issues to the Chair for CCB consideration.
   b) Represent their organizations' coordinated positions with regard to CCB issues.
   c) Convey and support the positions and decisions of the CCB to their organizations.
   d) Ensure their organizations are represented on appropriate CCB subordinate bodies.
   e) Review minutes.

3) Advisory members.
   a) Provide advice on matters within their purview to the Chair and the CCB.
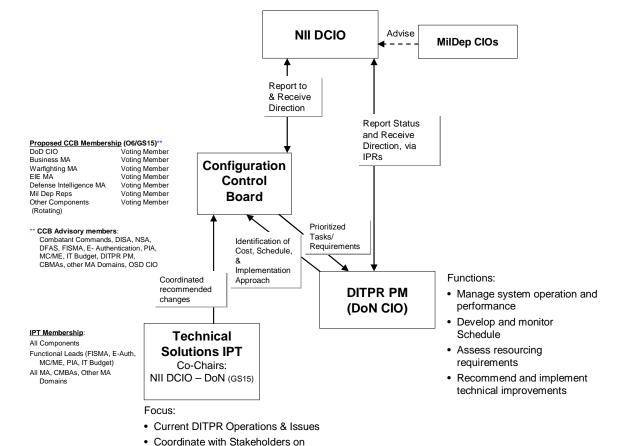   b) Perform studies and analyses as directed by the Chair and the CCB.

4) Secretary:
   a) Propose issues and processes to support the functions of the CCB.
   b) Provide advice and counsel to the Chair on CCB matters.
   c) At the direction of the Chair, formulate, research, and present issues before the CCB.
   d) Structure issues and ensure proper representation on items before the CCB.
   e) Announce and stage meetings at Chair's direction.
   f) Ensure all security rules and regulations regarding classified meetings and documents are followed.
   g) Assemble, prepare, and distribute material on matters under consideration by the CCB at least 5 working days in advance.
   h) Disseminate specific requirements for data and other actions on behalf of the CCB.
   i) Disseminate, as appropriate, decisions reached by the CCB.
   j) Monitor and track follow-on actions taken to ensure that decisions reached and assignments made by the CCB are implemented properly.
   k) Prepare and distribute minutes of CCB meetings.

l) Maintain and safeguard records-and ensure their appropriate disposition.

m) Support and coordinate the activities of the CCB's subordinate bodies.

n) Compile and maintain contact lists for CCB members and their staffs.

E. Administrative Procedures:

1) Voting will be accomplished the week following the presentation of a topic on the agenda or at a meeting, in order to allow for proper coordination prior to voting.

2) Determination of outcome on voting matters will be a simple majority. If a voting member cannot be present at a meeting, his/her vote on a specific issue may be provided in writing to the CCB chair prior to the meeting in which the vote will be taken.

3) Voting representatives are presumed to have achieved coordination within their organization on voting issues.

4) The CCB will meet monthly. Special sessions may be convened more often if necessary.

5) Changes to the CCB charter will be fully coordinated prior to implementation in a signed revised charter.

DITPR Governance

NII DCIO --Advise--> **MilDep CIOs**

Report to & Receive Direction

Report Status and Receive Direction, via IPRs

Proposed CCB Membership (O6/GS15)**

DoD CIO	Voting Member
Business MA	Voting Member
Warfighting MA	Voting Member
EIE MA	Voting Member
Defense Intelligence MA	Voting Member
Mil Dep Reps	Voting Member
Other Components (Rotating)	Voting Member

** CCB Advisory members:
Combatant Commands, DISA, NSA, DFAS, FISMA, E- Authentication, PIA, MC/ME, IT Budget, DITPR PM, CBMAs, other MA Domains, OSD CIO

Configuration Control Board

Identification of Cost, Schedule, & Implementation Approach

Prioritized Tasks/ Requirements

Coordinated recommended changes

DITPR PM (DoN CIO)

Functions:
- Manage system operation and performance
- Develop and monitor Schedule
- Assess resourcing requirements
- Recommend and implement technical improvements

IPT Membership:
All Components
Functional Leads (FISMA, E-Auth, MC/ME, PIA, IT Budget)
All MA, CMBAs, Other MA Domains

Technical Solutions IPT
Co-Chairs:
NII DCIO – DoN (GS15)

Focus:
- Current DITPR Operations & Issues
- Coordinate with Stakeholders on proposed changes to DITPR
- Ensure DITPR supports business processes of functional leads (IRB, FISMA, E-Auth, PIA, MC/ME) and needs of data providers (Component CIOs)

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