



DEPARTMENT OF THE NAVY

CHIEF INFORMATION OFFICER
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15 May 2012

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE NAVY
DEPUTY UNDER SECRETARY OF THE NAVY/DEPUTY CHIEF
MANAGEMENT OFFICER
DEPUTY UNDER SECRETARY OF THE NAVY (PLANS, POLICY,
OVERSIGHT AND INTEGRATION)
DEPARTMENT OF THE NAVY DEPUTY CHIEF INFORMATION
OFFICER (NAVY)
DEPARTMENT OF THE NAVY DEPUTY CHIEF INFORMATION
OFFICER (MARINE CORPS)
COMMANDER, U.S. FLEET CYBER COMMAND/TENTH FLEET
MARINE CORPS CYBER COMMAND

Subj: DEPARTMENT OF THE NAVY (DON) ENTERPRISE MOBILITY INTEGRATED
PRODUCT TEAM (EMIPT)

Ref: (a) UNSECNAV memo of March 1, 2011, Subj: Department of the Navy
(DON) Information Enterprise Governance Board (IGB)
(b) DON CIO memo of 10 May, 2011, Subj: Charter for DON IT/Cyberspace Efficiency
Integrated Product Teams

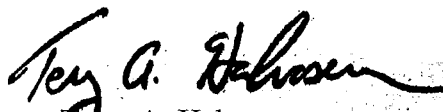
Encl: (1) EMIPT Charter

There has been an unprecedented level of interest across the Department of the Navy (DON) to rapidly deploy smart phones and other mobile devices on the network. There are also numerous mobile devices in use that do not connect to the network but are still used to conduct official business.

Enclosure (1) establishes the DON Enterprise Mobility Integrated Product Team (EMIPT) as the Department's designated advisory and action group, reporting to the DON Information Enterprise Governance Board (IGB) (reference (a) refers) for all matters pertaining to the Department's enterprise mobility efforts. Per reference (b), DON IT/Cyberspace efficiency IPTs are established under the auspices of the DON IGB to address/investigate specific issues and provide the IGB with recommended DON enterprise efficiency options.

The EMIPT will be a collaborative initiative to facilitate a secured information environment and information sharing across the DON for mobile devices. It will also enable cost-effective investments, prevent duplicative efforts, and in general support our IT business transformation goals. Participation by your organizations, as outlined in enclosure (1), will support these critical efforts as we pursue new device and related network and applications capabilities.

I look forward to our continued collaboration in the area of IT efficiencies. My point of contact for this matter is Mr. Dan DelGrosso at 703-695-2900 or dan.delgrosso@navy.mil.


Terry A. Halvorsen

CHARTER FOR THE DEPARTMENT OF THE NAVY ENTERPRISE MOBILITY
INTEGRATED PRODUCT TEAM

15 May 2012

Purpose

This charter establishes the Department of the Navy (DON) Enterprise Mobility Integrated Product Team (EMIPT) as the Department's designated advisory and action group, reporting to the DON Information Enterprise Governance Board (IGB), for all matters pertaining to the Department's enterprise mobility efforts. As promulgated by DON Chief Information Officer (CIO) memorandum of 10 May 2011, Subj: Charter for DON IT/Cyberspace Efficiency Integrated Product Teams, DON IT/Cyberspace Efficiency IPTs are established under the auspices of the DON IGB to address/investigate specific issues and provide the IGB with recommended DON enterprise efficiency options. The DON wireless working group is hereby disestablished and is incorporated into the EMIPT.

The EMIPT will be a collaborative initiative to facilitate a secured information environment and information sharing across the DON for mobile devices. It will also enable cost-effective investments, prevent duplicative efforts, and in general support our business IT transformation goals.

Scope

For the purpose of this IPT, enterprise mobility refers to the suite of technologies and solutions that provide personnel across the DON with secure and non-secure remote, mobile information and voice access when they are not in a traditional work environment. Remote access may be provided via government and/or commercial infrastructure utilizing multiple device capabilities, and related network and applications capabilities.

The EMIPT will report to the DON IGB with recommendations for actions concerning enterprise policy, governance, and management and oversight of DON mobility efforts (including pilots, proof of concept initiatives, etc.) across the Department. The EMIPT shall assess the impact and effectiveness of existing secure and non-secure mobile capabilities within the DON and develop a comprehensive and holistic enterprise strategy that considers mobile user requirements, existing and future architecture, cost versus benefits, security risks and DON warfighting and business goals. The EMIPT shall also review and provide recommendations on existing mobile initiatives (e.g., pilots, proof of concept, etc.) for potential adoption across the DON mobility enterprise. This review may include, but is not limited to, seizing opportunities to maximize enterprise-level effectiveness and efficiency by consolidating resources and efforts to accelerate the DON's adoption of new enterprise mobile technologies and services. Additionally, the EMIPT will provide recommendations to the IGB in determining strategic direction relative to information mobility planning, enterprise optimization and standardization, policy compliance oversight, investment funding and management and development of DON enterprise mobility initiatives, including assessing the impact and effectiveness of migrating to recommended new mobile capabilities. The EMIPT shall also consider the implications to the DON of enterprise mobility matters discussed at Department of Defense (DoD) and Joint level forums. Detailed EMIPT tasks are provided in the Responsibilities section of this charter.

Responsibilities

The EMIPT will perform the following activities in support of the DON IGB:

- Serve as the designated advisory body and action group for the DON IGB on all DON mobility efforts.
- As directed by the DON IGB, provide management and oversight of DON mobility pilot and/or proof of concept initiatives. Provide findings and recommendations to the DON IGB for approval.
- Identify opportunities to improve delivery of government information, products, and services through mobile technology and present to the DON IGB for review/decision.
- Advise the DON IGB on required modifications to and/or establishment of mobility policy to address DoD mandated and/or DON enterprise-level mobility issues, including gaining greater effectiveness in support of DON business and operations.
- Identify opportunities to maximize enterprise-level effectiveness and efficiency through mobility cost management, investment, and/or increased mobility policy compliance and alignment. Report findings and recommendations to the DON IGB.
- Advise the DON IGB on how to best ensure IT investment decisions and programs support DoD and DON mobility policies, strategies and objectives.
- Maintain operational insight into DON mobility requirements to ensure, from both a policy and investment perspective, that the overarching mobility architecture and infrastructure is consistent with the DON Information Enterprise, and that future enterprise mobility efforts are aligned and support strategic DON IT/cyberspace investment guidance supportive of the warfighter. Report findings and any recommended actions to the DON IGB as appropriate.
- Provide technical advice and review, as appropriate, for significant DON acquisitions that are to primarily or substantially deliver a mobility capability.
- As applicable, develop performance metrics for EMIPT recommended solutions that are approved by the DON IGB and put into practice in the DON.

Membership

The EMIPT shall be comprised of principal and adjunct members. Principal members (GS15/O6 level) will be expected to participate in all meetings on behalf of their respective organizations and participate in making recommendations to be presented to the IGB for final decision. Adjunct members may fully participate in all meetings, but will communicate recommendations for decisions through their respective Principal Member organizations. While consensus will be sought in decisions and/or recommendations pursued by the IPT, consensus is not required. The Chair will capture and relay all positions stated by EMIPT members to the DON IGB, including dissenting positions.

Principal membership includes (GS-15/O6 level representation):

- Department of the Navy Chief Information Officer (Chair)
- DON Deputy CIO (Navy) (Vice-Chair)
- DON Deputy CIO (Marine Corps) (Vice-Chair)
- Deputy Under Secretary of the Navy/Deputy Chief Management Officer

- Deputy Under Secretary of the Navy for Plans, Policy, Oversight and Integration
- Deputy Assistant Secretary of the Navy (C4I and Space)
- Assistant Secretary of the Navy (Financial Management and Comptroller)
- Assistant Secretary of the Navy (Manpower and Reserve Affairs)
- Fleet Cyber Command/TENTH Fleet
- Marine Corps Cyber Command

Adjunct Membership includes:

- Deputy Assistant Secretary of the Navy (Cost and Economics)
- Commander, United States Fleet Forces Command
- Commander, United States Pacific Fleet
- Director of Intelligence, Marine Corps
- Program Executive Officer (PEO), Enterprise Information Systems (EIS)
- Program Executive Officer (PEO), Command, Control, Communications, Computers and Intelligence (C4I)
- Naval Criminal Investigative Service
- Commander, Space and Naval Warfare Systems Command
- Commander, Naval Sea Systems Command
- Marine Corps Systems Command
- Commander, Naval Air Systems Command
- Commander, Naval Facilities Engineering Command
- Commander, Naval Supply Systems Command
- Commander, Navy Installations Command
- Commander, Navy Reserve Force
- Commander, Naval Recruiting Command
- Deputy Commandant Installation and Logistics, Marine Corps
- Deputy Commandant Combat, Development, and Integration, Marine Corps
- Other Program Management Office (PMO) representation as required

The EMIPT Principal members may change the Adjunct Membership or invite one or more individuals to attend specific meetings for the purpose of providing relevant information or expertise to assist in the EMIPT's deliberations, prior to presenting recommendations to the DON IGB.

EMIPT Executive Secretary: The Office of the DON CIO will serve as the Executive Secretary for the EMIPT.

Operating Principles and Processes

The Executive Secretary, on behalf of the EMIPT Chair, will publish the dates for EMIPT meetings and schedule special meetings as required. Generally, EMIPT meetings will occur on a monthly basis. Out of cycle meetings will be held as required.

Proposed agenda items for the EMIPT may be submitted by any of the member organizations. The EMIPT Chair, in coordination with the Vice Chairs, will determine the final agenda items. The agenda, along with applicable read-ahead information, will be distributed to

member organizations prior to the scheduled meeting. The Executive Secretary shall prepare draft minutes from each EMIPT meeting for coordination with and approval by the Principal Member organizations. The Executive Secretary will distribute approved meeting minutes and track resolution of established action items. Presentations, minutes and action items will also be posted on a collaborative site for access by member representatives.

Meetings will be conducted in a non-attribution environment. The Chair shall seek consensus on all EMIPT decisions to be forwarded to the IGB for final approval. When consensus cannot be reached, the Chair will capture and relay all positions stated by EMIPT members. Unresolved issues will be raised to the IGB for resolution.

General operating procedures include:

- Team members are responsible for briefing their stakeholders.
- All recommendations and courses of action formally proposed to the DON IGB will be supported by a valid business case analysis (BCA). These BCAs shall make use of the official DON IT/cyberspace BCA Template and its associated Economic Viability Tool (EVT).
- The IPT will create and foster effective and trusted relationships and partnerships.

Reporting Requirements:

- Briefings and status reports will be required to inform the IGB, senior executives, and other appropriate governance bodies of status and progress, and to identify issues requiring resolution.

Roles and Responsibilities

EMIPT Chair:

1. Call and chair the EMIPT meetings.
2. In consultation with the Vice Chairs, consider the issues, problems and equities presented during meetings to provide guidance and/or recommend specific actions to be taken within the scope of the EMIPT.
3. Seek consensus on guidance and/or recommended actions and provide the appropriate recommendation(s) to the IGB.
4. Present and represent positions of the EMIPT to the IGB forum.
5. Ensure accurate and timely action is taken on all matters under EMIPT cognizance.
6. Establish sub-IPTs or working groups as necessary to address specific mobility issues or special interest items as needed to accomplish objectives.
7. In collaboration with the Vice chairs, provide updates to the IGB.
8. Exercise meeting discipline to ensure that topics are within the EMIPT scope and that any unplanned topics broached during an EMIPT meeting are tabled for future sessions, which will allow adequate time for members to perform the needed research to contribute informed decision and input.

IPT Vice Chairs

1. Serve as the senior Service Representative of the EMIPT.
2. Work with the Chair and EMIPT members to identify, address and resolve the most pressing mobility issues facing the DON enterprise.
3. Work with the Chair and EMIPT members to strategically and proactively plan for the future state of enterprise mobility within the DON information environment.
4. Seek consensus on guidance and/or recommended actions and provide the appropriate direction to their respective service.
5. When requested, serve as the Chair and perform all the functions of the Chair.

EMIPT Members

1. Attend all EMIPT meetings or designate a GS15/O6 service member as an alternate representative.
2. Identify and nominate agenda items and issues to the EMIPT Chair and Vice Chairs for review and vetting.
3. Represent member's organization, providing feedback on guidance and/or recommended actions proposed or being considered by the EMIPT.
4. Represent and support the positions and decisions of the EMIPT to their organizations.
5. Execute actions and tasks as agreed to by the EMIPT.
6. Ensure their organizations participate on appropriate sub-IPTs as appropriate.
7. Review and approve EMIPT meeting minutes.

Executive Secretary

1. Assemble, prepare and distribute read-ahead material at least three days prior to scheduled meetings on matters under consideration by the EMIPT.
2. Disseminate decisions and actions reached by the EMIPT.
3. Prepare and post agendas for and minutes from EMIPT meetings.
4. Promulgate time and location for upcoming EMIPT meetings and advise membership accordingly.
5. Track EMIPT actions through resolution.

Reporting Relationship

- EMIPT decisions and recommendations are coordinated through and carried to the IGB by the Chair and/or the Vice Chairs.
- The EMIPT Chair, or designated Vice Chair in the absence of the Chair, will interface with the IGB as appropriate.

Modification and Termination

- This charter expires at the discretion of the DON CIO through consultation with the IGB. The charter will be reviewed annually for continued relevancy, and may be modified more frequently, as deemed necessary by the EMIPT.