



THE UNDER SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

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MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS
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 CHIEF INFORMATION
OFFICER

SUBJECT: Department of the Navy (DON) Information Enterprise Governance Board
(IGB) Charter

- References:
- (a) SECNAVINST 3052.2 of March 6, 2009, Subj: Cyberspace Policy and Administration within the Department of the Navy
 - (b) SECNAVINST 5430.7Q of August 17, 2009, Subj: Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy
 - (c) UNSECNAV memo of December 3, 2010, Subj: Department of the Navy (DON) Information Technology (IT)/Cyberspace Efficiency Initiatives and Realignment
 - (d) SECNAV memo of January 18, 2001, Subj: Department of the Navy Information Leadership Council Charter
 - (e) SECNAVINST 5000.40A of January 7, 2010, Subj: Department of the Navy Senior Governance Councils
 - (f) SECNAVINST 5230.14 of November 9, 2009, Subj: Information Technology Portfolio Management Implementation

Enclosure: (1) Charter for the Department of the Navy Information Enterprise Governance Board

The Department of the Navy (DON) considers information a Department-wide, strategic asset, and relies upon the power of Information Management (IM) and Information Technology (IT)/cyberspace to conduct its mission. Decisions regarding IM, IT/cyberspace and Information Resource Management (IRM) impact the effectiveness and efficiency of all Secretariat, Navy and Marine Corps business processes, missions, and operating forces. Thus, a well-defined and aligned governance structure is not only a critical enabler to successful decision making, but it also ensures accountability, responsibility, and proper oversight and management of the Department's enterprise requirements and functions.

Reference (a) assigns the Under Secretary of the Navy as the Chief Cyberspace Officer for the DON and directs establishment of a governance framework to report to the Secretary on a regular and recurring basis. Reference (b) designates the DON Chief Information Officer (CIO) as the DON's senior official for IM, IT (to include national security systems (NSS)) and IRM. Reference (c) directs the DON CIO to work with the IM, IT/cyberspace and IRM stakeholder organizations to charter and chair a DON IT policy/governance board. In order to achieve these objectives, I hereby cancel the Information Leadership Council (ILC) and Information Executive Committee (IEC) which was outlined in reference (d), and establish the DON Information Enterprise Governance Board (IGB). This board will provide the required governance framework for IM, IT (including national security systems) and cyberspace (hereafter referred to as IT/cyberspace) and IRM matters, and will report to the DON Large Group as defined in reference (e). Heretofore, all policies, instructions and notices previously referring to the IEC, will now be referred to the IGB. Reference (f) establishes policy and procedures for the management of IT (including NSS) investments as portfolios across the DON enterprise.

The IGB will function as the Department's single, senior IM, IT/cyberspace, and IRM policy and governance forum. The IGB shall be chaired by the DON CIO and be comprised of senior Navy, Marine Corps, and Secretariat level stakeholders. The IGB is empowered to function as both a decision making forum and an advisory forum. Where execution authority exists with Principal members of the board, the IGB will function as an executive level decision body that will review and direct modification to, approval or disapproval of applicable DON IM, IT/cyberspace and IRM enterprise initiatives. In instances where statutory responsibility exists outside of the Principal membership of the board or elsewhere in the Department (e.g., Service Forums), the IGB will function as an executive level advisory body, providing recommendations to the responsible individuals and/or organizations. The IGB will assess the impact and effectiveness of information policy on DON operations, and provide a forum for developing recommendations and corrective policy actions. IGB members will work to ensure that information policy is supportive of the DON operational environment, achievable under realistic resource constraints, and enforceable across the DON enterprise. Board activities will result in the promulgation of operationally-informed policy that minimizes and mitigates risk to the DON's information environment. The IGB will raise unresolved issues to the Office of the Secretary, Business Transformation Council (BTC) or DON Large Group as appropriate.

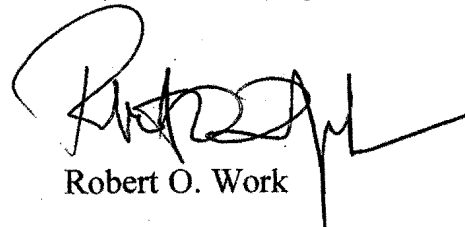
The IGB shall also review and provide recommendations on those IM, IT/cyberspace (to include national security systems) initiatives and IRM workforce matters considered to shape or directly affect the information enterprise. This review may include, but is not limited to seizing opportunities to maximize enterprise-level

effectiveness and efficiency in, and examining the information enterprise policy compliance for:

- Existing network/infrastructure content delivery environments, as well as the migration of these environments for compliance with the goals and objectives of the DON's future Naval Networking Environment (NNE) Strategy,
- Planned or existing IM, IT/cyberspace and IRM programs of record within the DON,
- Information assurance/network defense initiatives, as well as Privacy, Personally Identifiable Information (PII), Identity Management; and
- DON IM, IT/cyberspace and IRM workforce capabilities and resourcing issues.

The IGB shall consider the implications to the DON of enterprise matters discussed at DoD forums, such as the Military Communications - Electronics Board (MCEB) and DoD CIO Executive Board. The IGB will function as the DON's primary governance body for evaluating, from both a policy and investment perspective, the Department's success in developing policy and solutions that maintain or enhance operational effectiveness; ensure the overarching operational architecture is consistent where applicable with the DON Enterprise; and that the Department develops strategic DON IT investment guidance that is supportive of the warfighter. The IGB will oversee the effectiveness, efficiency and policy compliance of DON IM, IT/cyberspace and IRM matters from requirements development, to operational deployment through sustainment and final disposition. The IGB will also develop metrics and feedback measures to evaluate the effectiveness of the DON CIO, DON Deputy CIO (Navy) and DON Deputy CIO (Marine Corps) in achieving the DON's and the Service's specific IM, IT/cyberspace and IRM goals.

Enclosure (1) outlines the responsibilities, membership and operating principles of the DON IGB. This charter also establishes the overarching governance structure outlined in reference (f) and promotes open communication to anticipate and rapidly address evolving efforts in key areas such as cyber security, government transparency and business transformation.



Robert O. Work

CHARTER FOR THE DEPARTMENT OF THE NAVY INFORMATION ENTERPRISE GOVERNANCE BOARD

Purpose

This charter establishes the Department of the Navy (DON) Information Enterprise Governance Board (IGB) as the Department's single, senior governance forum for Information Management (IM), Information Technology (IT) (to include national security systems) and cyberspace (hereafter referred to as IT/cyberspace), and Information Resources Management (IRM) matters. The IGB is empowered to function as both a decision making forum and an advisory forum. Where execution authority exists with Principal members of the board, the IGB will function as an executive level decision body that will review and direct modification to, approval or disapproval of applicable DON IM, IT/cyberspace and IRM enterprise initiatives. In instances where statutory responsibility exists outside of the Principal membership of the board or elsewhere in the Department (e.g., Service Forums), the IGB will function as an executive level advisory body, providing recommendations to the responsible individuals and/or organizations.

Scope

The IGB shall assess the impact and effectiveness of information policy on DON operations, and provide a forum for developing recommendations and corrective policy actions. IGB members will work to ensure that information policy is supportive of the DON operational environment, achievable under realistic resource constraints, and enforceable across the DON enterprise. Board activities will result in the promulgation of operationally-informed policy that minimizes and mitigates risk to the DON's information environment. The DON IGB will determine the Department's IM, IT/cyberspace, and IRM strategic direction relative to information system resource planning, content and information sharing, enterprise optimization and standardization, policy compliance oversight, investment funding and management, as well as development of enterprise-level IM, IT/cyberspace and IRM initiatives including migration to new technologies. The IGB shall also review and provide recommendations on those IM, IT/cyberspace (to include national security systems) initiatives and IRM workforce matters considered to shape or directly affect the information enterprise. This review may include, but is not limited to seizing opportunities to maximize enterprise-level effectiveness and efficiency in, and examining the information enterprise policy compliance for:

- Existing network/infrastructure content delivery environments, as well as the migration of these environments for compliance with the goals and objectives of the DON's future Naval Networking Environment (NNE) Strategy,

- Planned or existing IM, IT/cyberspace and IRM programs of record within the DON,
- Information assurance/network defense initiatives, as well as Privacy, Personally Identifiable Information (PII), Identity Management; and
- DON IM, IT/cyberspace and IRM workforce capabilities and resourcing issues.

The IGB shall consider the implications to the DON of enterprise matters discussed at Department of Defense (DoD) forums, such as the Military Communications - Electronics Board (MCEB) and DoD CIO Executive Board. The IGB will function as the DON's primary governance body for evaluating, from both a policy and investment perspective, the Department's success in developing policy and solutions that: maintain or enhance operational effectiveness; ensure the overarching operational architecture is consistent where applicable with the DON Enterprise; and that the Department develops strategic DON IT investment guidance that is supportive of the warfighter. The IGB will oversee the effectiveness, efficiency and policy compliance of DON IM, IT/cyberspace and IRM matters from requirements development, to operational deployment through sustainment and final disposition. The IGB will also develop metrics and feedback measures to evaluate the effectiveness of the DON CIO, DON Deputy CIO (Navy) and DON Deputy CIO (Marine Corps) in achieving the DON's and the Service's specific IM, IT/cyberspace and IRM goals. The DON IGB will also serve as the single, senior governance forum for adjudicating unresolved Department-wide IM, IT/cyberspace and IRM issues.

Responsibilities

The IGB shall perform the following functions:

- Serve as the primary advisory body to the Office of the Secretary of the Navy on all IM, IT/cyberspace and IRM initiatives.
- Advise the Secretary of the Navy, CNO and CMC (or designated subordinate commands) on required modifications to and/or establishment of information policy to address DoD mandated and/or DON enterprise-level IM, IT/cyberspace, IRM and information sharing issues.
- Identify opportunities to maximize enterprise-level effectiveness and efficiency through IM, IT/cyberspace (to include NSS) and IRM investments and/or increased information policy compliance and alignment.
- Assess the impact and effectiveness of information policy on DON operations. Oversee the development or modification of said information policy to synchronize with and gain greater effectiveness and efficiency in support of DON operations.
- Review existing and future DoD mandated and/or DON enterprise-wide programs of record, applications, services and network/infrastructure content delivery

environments, as well as the migration of these environments for compliance with the goals and objectives of the NNE.

- Ensure IT investment decisions and programs support DoD and DON IM, IT/cyberspace and IRM policies, strategies and objectives.
- Promote and measure IM, IT/cyberspace and IRM process improvements to achieve greater effectiveness and efficiencies within the Department.
- Address and resolve IM, IT/cyberspace and IRM enterprise issues across the Department.
- Provide guidance and oversight over the Department's IT/NSS Enterprise Architecture development and ensure conformance to the established standards.
- Oversee and monitor implementation of IM, IT/cyberspace and IRM policy, in accordance with applicable laws, regulations and policies.
- Monitor and measure performance against DON IM, IT/cyberspace and IRM Strategic Plan goals.
- Build consensus and support among key IM, IT/cyberspace and IRM stakeholders and create "a cadre of champions" for critical information management initiatives.
- Ensure that other related IM, IT/cyberspace and IRM governance forums within the DON, whether existing or future, align to the DON IGB.
- Maintain operational insight into the IM, IT/cyberspace and IRM matters to ensure from both a policy and investment perspective, that the DON is developing policy that maintains or enhances operations, that the over-arching operational architecture is consistent where applicable with the DON Enterprise, and that we develop strategic DON IT/cyberspace investment guidance that is supportive of the warfighter.
- Promote the release of strategic communications to inform both the DoD and the DON of the DON's IM, IT/cyberspace and IRM enterprise successes.

Membership

The IGB shall be comprised of principal and adjunct members – Principal Flag/SES Members will be expected to participate in all meetings and render decisions on behalf of their respective organizations. Adjunct Members will be allowed to 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 board, consensus is not required. The Chair will capture and relay all positions stated by IGB members.

Principal Membership includes:

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

- Deputy Under Secretary of the Navy for Plans, Policy, Oversight and Integration
- Assistant Secretary of the Navy (Research, Development and Acquisition)
- Assistant Secretary of the Navy (Financial Management and Comptroller)
- Assistant Secretary of the Navy (Energy, Installations and Environment)
- Assistant Secretary of the Navy (Manpower and Reserve Affairs)
- Fleet Cyber Command/TENTH Fleet
- Marine Corps Forces Cyber Command

Adjunct Membership includes:

- Deputy Assistant Secretary of the Navy (Cost and Economics) (DASN(C&E))
- Space and Naval Warfare Systems Command
- Marine Corps Systems Command
- Marine Corps Combat Development Command
- Marine Corps Intel Department
- Applicable Program Executive Officer (PEO) representation
- Applicable Program Management Office (PMO) representation
- Naval Criminal Investigative Service (NCIS)
- Naval Sea Systems Command (NAVSEA)

The DON IGB 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 Board's deliberations.

DON IGB Executive Secretary: The Office of the DON Chief Information Officer (CIO) will serve as the Secretary for the IGB.

IGB Coordinator's Group: This body is comprised of a standing group of 06/GS-15 representatives of "Principal and Adjunct Member" organizations. The Coordinator's Group shall develop, vet and prepare agenda topics and review required read ahead material for each IGB meeting.

Agenda topics should include, but not be limited to:

- Annual and future IM, IT/cyberspace (to include national security systems) and IRM budget plans and critical enterprise infrastructure issues
- IM, IT/cyberspace and IRM enterprise-level program proposals
- Strategic Sourcing initiatives
- NNE health and policy compliance challenges
- IM, IT/cyberspace, IRM and cyber workforce capabilities and resourcing issues
- DoD IM, IT/cyberspace and IRM issues affecting DON policy or operations

Integrated Process Teams (IPTs): The IGB shall also make use of special, limited duration IPTs to facilitate research and resolution of specific issues. IPTs shall be comprised of selected representatives from member organizations.

Operating Principles and Processes

The Executive Secretary, on behalf of the IGB Chair, will publish the dates for IGB meetings and schedule special meetings as required. At a minimum, IGB meetings will occur on a quarterly basis. Out of cycle meetings will be held as required.

Proposed agenda items for the IGB may be submitted by any of the member organizations. The IGB Coordinator's Group will review submitted agenda items and propose a slate of vetted topics to the IGB Chair who will determine the final agenda items. The agenda will be distributed to member organizations at least 10 days prior to the scheduled meeting. Read-aheads for scheduled topics will be distributed at least 3 days before each meeting.

The Executive Secretary shall prepare draft minutes from each IGB 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 in Defense Knowledge Online (DKO) for access by member representatives.

Meetings will be conducted in a non-attribution environment. The Chair shall seek consensus on all board decisions. When consensus cannot be reached, the Chair will capture and relay all positions stated by IGB members. Unresolved issues will be raised to the Office of the Secretary, BTC or DON Large Group as appropriate.

Roles and Responsibilities:

Board Chair:

1. Call and Chair the IGB 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.
3. Seek consensus on guidance and/or recommended actions and provide the appropriate direction.
4. Present and represent positions of the IGB to the Large Group and applicable DoD forums.
5. Ensure accurate and timely action are taken on all matters under board cognizance.
6. Establish IPTs, as necessary, to address DON IM, IT/cyberspace and IRM issues or special interest items.

7. Periodically report to the DON Large Group or as otherwise directed by the Office of the Secretary of the Navy.
8. Exercise meeting discipline to ensure unplanned topics broached during the IGB are tabled for future sessions which will allow adequate time for members to perform the needed research to contribute informed decisions and input.

Board Vice Chairs

1. Serve as the senior Service Representative of the IGB.
2. Work with the Chair and board members to identify, address and resolve the most pressing IM, IT/cyberspace and IRM issues facing the DON enterprise.
3. Work with the Chair and board members to strategically and proactively plan for the future state of the NNE.
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.

Board Members

1. Attend all board meetings or designate a Flag/General Officer or Senior Executive Service member as an alternate representative.
2. Identify and nominate agenda items and issues to the IGB Coordinator's Group for review and vetting.
3. Represent member's organization, providing feedback on guidance and/or recommended actions proposed or being considered by the board.
4. Represent and support the positions and decisions of the IGB to their organizations.
5. Execute actions and tasks as agreed to by the IGB.
6. Ensure their organizations participate on appropriate IPTs.
7. Review and approve minutes.

IGB Coordinator's Group:

1. Serve as the lead coordinator for each principal board member.
2. Develop, vet and prepare agenda topics and prepare or review required read ahead material for each IGB meeting.
3. Review, prioritize, coordinate, adjudicate and prepare all issues to be considered by the board.
4. Provide situational awareness to the leadership of their respective organization.
5. Provide recommendations to the board on the establishment of IPTs as necessary to address items of interest.
6. Develop impact assessment and advise the member organization leadership on proposed guidance/actions recommended by the IGB.

IPTs:

1. Research, analyze, coordinate and adjudicate recommendations for the issues within the IPTs' tasked area of responsibility.
2. Brief represented organizations, coordinators and board membership on IPT recommendations

Executive Secretary:

1. Assemble, prepare and distribute read-ahead material at least three days prior to scheduled meetings on matters under consideration by the board.
2. Disseminate decisions and actions reached by the board.
3. Prepare and post agendas for and minutes from board meetings.
4. Promulgate time and location for upcoming meetings and advise membership accordingly.
5. Track IGB actions through resolution.
6. Collaborate, coordinate and exchange information with secretariats of other organizational groups in accordance with the guidelines established by the IGB.

Reporting Relationship:

1. Board decisions and recommendations are coordinated through and carried to higher-level forums by the Chair and/or the Vice Chairs.
2. The board Chair, or designated Vice Chair in the absence of the Chair, will interface with the DON Large Group or BTC as appropriate.

Modification and Termination

1. This charter expires at the discretion of the Under Secretary of the Navy. The charter will be reviewed annually for continued relevancy, and can be modified more frequently, as deemed necessary by the board.