



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

OCT -8 2003

DPAP/EB

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY FOR
ACQUISITION, LOGISTICS AND TECHNOLOGY
ASSISTANT SECRETARY OF THE NAVY FOR
RESEARCH, DEVELOPMENT AND ACQUISITION
ASSISTANT SECRETARY OF THE AIR FORCE FOR
ACQUISITION

SUBJECT: The Acquisition Governance Board (AGB)

On March 21, 2003, Mr. Aldridge established the Acquisition Governance Board (AGB) and signed the attached charter outlining the AGB's authority, membership, responsibilities and decision-making procedures as they relate to the governance of the Acquisition Domain. To date, the AGB representatives have by and large come from the procurement community and have not represented the broader acquisition environment. In order to appropriately address the entire acquisition spectrum as we move forward to support the Business Management Modernization Program (BMMP) efforts, I request you identify a representative to the AGB not later than October 31, 2003 to address your requirements and plans beyond procurement. My POC for this action is my Deputy Director for Electronic Business, Mr. Mark Krzysko at (703) 614-3882.

Deidre A. Lee
Director, Defense Procurement
and Acquisition Policy

Attachment:
As stated

cc:
AGB Members
JAEBOB Members





OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301



ACQUISITION GOVERNANCE BOARD CHARTER

21 MAR 2003

I. Name

The Acquisition Governance Board (AGB).

II. Purpose

This charter establishes the AGB and outlines its authority, membership, responsibilities, meeting procedures, and decision-making procedures as they relate to the governance of the Acquisition Domain.

The goals of the AGB are to:

- Provide strategic direction for the Acquisition Domain;
- Establish Acquisition Domain guidelines and standards for DoD to create an efficient, effective, seamless and collaborative acquisition process;
- Manage the Acquisition Domain portfolio, which will contain all DoD Acquisition-related systems;
- Ensure the alignment of information technology capital investments with business goals as required by the Clinger-Cohen Act, Federal and DoD architecture framework specifications, and acquisition regulations;
- Review, approve, and enforce architecture specifications (e.g., standards, constraints, guidelines, processes, and products) for use within the Acquisition community;
- Provide oversight and governance to DoD Joint Acquisition Domain programs/initiatives;
- Review Service/Agency-specific Acquisition Domain programs/initiatives to ensure guidelines and standards are met and that the funding stream is continued.

III. Authority

Pursuant to the authority of the Director, Defense Procurement and Acquisition Policy (D, DPAP), the Principal Staff Assistant and functional sponsor who manages the



Acquisition Domain, the Acquisition Domain portfolio, and all programs therein, this charter establishes the AGB for DoD Acquisition Domain.

IV. Membership

The AGB shall consist of the following DoD Acquisition representatives:

- A. Chairperson – Director, Defense Procurement and Acquisition Policy
- B. Governance Board to include the following members:
 - a. Director, United States Army Contracting Agency
 - b. Deputy Assistant Secretary of the United States Navy (Acquisition Management)
 - c. Deputy Assistant Secretary (Contracting), Assistant Secretary (Acquisition), United States Air Force
 - d. Director, Defense Contract Management Agency
 - e. Executive Director, Acquisition, Technology and Supply Directorate, Defense Logistics Agency
 - f. Director for Acquisition, Logistics, and Facilities, Defense Information Systems Agency
 - g. Deputy for Contracting, Missile Defense Agency
 - h. Deputy Director, Defense Procurement and Acquisition Policy (eBusiness), also serving as Executive Secretary
- C. Associate Members to include:
 - a. Deputy Director, Acquisition Resources and Analysis
 - b. Assistant Secretary of Defense, Command, Control, Communications & Intelligence (ASD(C3I)) Representative
 - c. Under Secretary of Defense (Comptroller) (USD(C)) Representative
 - d. Deputy Under Secretary of Defense (Logistics and Materiel Readiness (DUSD(LM&R)) Representative
 - e. Deputy Under Secretary of Defense (Installations and Environment DUSD(I&E)) Representative

V. AGB Responsibilities

The AGB is responsible for providing vision, guidance and decision-making for Acquisition Domain within DoD.

The AGB Chairperson is responsible for:

- A. Scheduling and presiding over AGB meetings;

- B. Facilitating the review and decision process by resolving conflicts or issues among the members;
- C. Establishing a standing working group known as the Joint Acquisition eBusiness Oversight Board (JAEBOB);
- D. Representing the AGB to senior executive level forums (e.g., Financial Management Modernization Program (FMMP), Office of Management & Budget (OMB), Procurement Executives Council (PEC), Chief Information Officer (CIO) Executive Board);
- E. Appointing an Executive Secretary to prepare and distribute AGB meeting agendas, decision memoranda, and meeting minutes.

The responsibilities of the members of the AGB are to:

- A. Represent their respective Services and Agencies on Acquisition Domain issues;
- B. Govern the Acquisition Domain;
- C. Resolve issues raised by the JAEBOB;
- D. Provide regular updates on their Service/Agency Acquisition Domain portfolio.

VI. Meeting Procedures

Meetings shall occur on a monthly basis or as otherwise needed. The AGB chairperson will convene meetings. The chairperson shall provide a meeting schedule, publish agendas, minutes, and action items.

VII. Decision Making Procedures

AGB decisions shall be reached by achieving a majority consensus on issues. The chairperson and Governance Board member identified in Section IV above are voting members. Associate members can voice their input; however, they are not voting members. Should a conflict arise regarding governance of acquisition domain activities, the AGB chairperson shall set forth a plan of resolution.

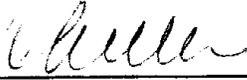
VIII. Effective Date

This charter is effective March 14, 2003, and remains in effect until modified or rescinded.

VIII. Signatures



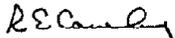
E. C. Aldridge, Jr.
Under Secretary of Defense (Acquisition,
Technology and Logistics)



Deidre A. Lee, Chairperson
Director, Defense Procurement and
Acquisition Policy, OUSD(AT&L)



Sandra O. Sieber
Acting Director, United States Army
Contracting Agency



Robert E. Cowley, Rear Admiral, USN
Deputy Assistant Secretary, United States
Navy (Acquisition Management)



Charlie E. Williams
Deputy Assistant Secretary
(Contracting), Assistant Secretary
(Acquisition), United States Air Force



Edward Harrington, Brigadier General, USA
Director, Defense Contract Management
Agency



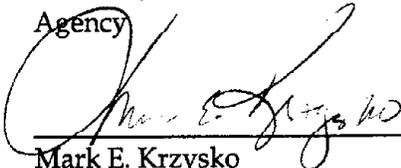
Claudia S. Knott
Executive Director, Acquisition,
Technology & Supply Directorate,
Defense Logistics Agency



Evelyn M. DePalma
Director for Acquisition, Logistics &
Facilities, Defense Information Systems
Agency



Dan W. Mabey
Deputy for Contracting, Missile Defense
Agency



Mark E. Krzysko
Deputy Director, Electronic Business,
OUSD(AT&L)/DPAP