



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

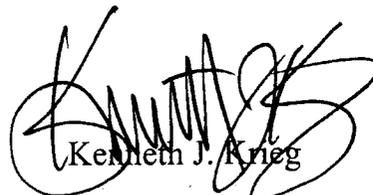
JUL 27 2005

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DoD FIELD ACTIVITIES

SUBJECT: Establishment of the Real Property and Installations Lifecycle Management
Investment Review Board

The Real Property and Installations Lifecycle Management (RP&ILM) Investment Review Board (IRB) is hereby established under the authority delegated to me in the Deputy Secretary of Defense memorandum of March 19, 2005, *Delegation of Authority and Direction to Establish an Investment Review Process for Defense Business Systems*.

Attached is the charter for this investment review board (IRB) to be chaired by the Deputy Under Secretary of Defense (Installations and Environment). The IRB is responsible for information technology investment reviews within the RP&ILM Core Business Mission Area (CBMA) of the Business Management Modernization Program (BMMP). The IRB will make recommendations to USD(AT&L) in accordance with 10 U.S.C. 2222 (as added by section 332 of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005).


Kenneth J. Krieg

Attachment:
As stated



**REAL PROPERTY AND INSTALLATIONS LIFECYCLE MANAGEMENT
INVESTMENT REVIEW BOARD
CHARTER**

I. ESTABLISHMENT

This charter establishes the Under Secretary of Defense (Acquisition, Technology & Logistics) (USD(AT&L)) Investment Review Board (IRB) for the Real Property and Installations Lifecycle Management (RP&ILM) Core Business Mission Area (CBMA). This Board shall review and recommend whether defense business system modernizations related to the RP&ILM CBMA should be certified and approved under 10 U.S.C. 2222 (a) by the USD(AT&L) and the Defense Business Systems Management Committee (DBSMC).

II. AUTHORITY

The RP&ILM IRB, hereafter referred to as "the IRB," is established under the authority of 10 U.S.C. 2222 (as added by section 332 of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005). The IRB shall perform its functions consistent with: subtitle III of Title 40 of the United States Code (formerly subtitle E of the Clinger-Cohen Act of 1996); Office of Management and Budget Circular A-130, *Management of Federal Information Resources*; DoDD 8000.1, *Management of DoD Information Resources and Information Technology* of February 27, 2002, DoDD 8100.1 *Global Information Grid (GIG) Overarching Policy* of September 19, 2002; and other applicable laws, rules, and regulations.

The IRB will also act as an "Executive Committee" of the Installations and Environment Domain Governance Board chartered on March 30, 2004, by the Deputy Under Secretary of Defense (Installations and Environment) (DUSD(I&E)).

III. PURPOSE

The IRB is the forum to review defense business system modernizations and recommend business systems investment priorities to the USD(AT&L) to support USD(AT&L) certification of those modernizations to the Defense Business Systems Management Committee (DBSMC) that will impact RP&ILM CBMA capabilities. Investment review includes assessing project costs, benefits, and risks associated with the planning, design, acquisition, deployment, operation, maintenance, and modernization of business systems that support the CBMA. Working with stakeholders, the IRB will seek to ensure the rapid deployment of defense business systems that:

1. Define and effectively deliver business capabilities that support warfighting missions
2. Align with DoD strategic missions, goals, and objectives
3. Align with AT&L guidance and direction
4. Align with the DoD Business Enterprise Architecture to:
 - a. Enhance process integration.
 - b. Enhance interoperability and business system integration.

- c. Exploit common processes and core data elements.
- d. Ensure the implementation of Net-Centric data sharing.
- e. Ensure alignment with the Federal Enterprise Architecture (FEA) / DoD EA Reference Models.

IV. MEMBERSHIP

A. IRB Chairperson: The Deputy Under Secretary of Defense (Installations and Environment).

B. IRB Principals: The following principals, or their designated representatives, will fully participate in IRB deliberations:

- Assistant Secretary of the Army (Installations and Environment)
- Assistant Secretary of the Navy (Installations and Environment)
- Assistant Secretary of the Air Force (Installations, Environment and Logistics)
- Joint Staff, J-4
- Assistant Secretary of Defense (Networks and Information Integration)/DoD CIO
- Director, Program Analysis and Evaluation

C. Associate IRB Members: Associate members represent other OSD offices, the Military Services, and the Defense Agencies/DoD Field Activities. They are encouraged to attend meetings and participate in the discussions to ensure maximum communications and coordination in making investment decisions. Associate members, or their designated representatives, may include, but are not limited to:

- Assistant Chief of Staff for Installation Management, U.S. Army
- Commander, Navy Installations Command
- The Air Force Civil Engineer
- Assistant Deputy Commandant, Installations and Logistics, U.S. Marine Corps
- Director, Defense Facilities Directorate, Washington Headquarters Services
- Commander, Naval Facilities Engineering Command
- Director, Military Programs, U.S. Army Corps of Engineers
- Staff Director, Defense Logistics Agency Enterprise Support
- Under Secretary of Defense (Personnel & Readiness)
- Deputy Comptroller (Program Budget) Office of the Under Secretary of Defense (Comptroller)
- Director, Acquisition Resources & Analysis, Office of the Under Secretary of Defense (Acquisition, Technology & Logistics)
- Components' Chief Information Officers

V. FUNCTIONS AND RESPONSIBILITIES

Participants in IRB matters shall follow all applicable ethics laws and regulations.

A. Investment Review Board: The IRB is responsible for working with other Core Business Mission Areas and their stakeholders when making key business recommendations for the Department regarding information systems investments.

B. The IRB's functions are to:

1. Review system investment proposals affecting the RP&ILM CBMA. Reviews must be consistent with the IRB Concept of Operations (CONOPS) approved by the Vice Chairman of the Defense Business Systems Management Committee (DBSMC) on June 2, 2005.
2. Implement OMB, DBSMC, ASD(NII) and USD(AT&L) criteria and thresholds on which information system investments will be evaluated. Ensure these criteria are effectively communicated to relevant constituencies.
3. Develop and implement a recommendation-making process consistent with IRB, DoD, and OMB guidelines to evaluate the CBMA's information systems investments. These processes shall be designed to ensure that the IRB's recommendations:
 - a. Are consistent, valid, transparent, and repeatable
 - b. Support the DoD mission area business needs and processes.
 - c. Comply with the DoD Business Enterprise Architecture.
 - d. Align with the Department's strategic goals and objectives.
4. Recommend continuation, modification, or termination of business systems.
5. Recommend to USD(AT&L) investments that should be certified to the DBSMC as required by 10 U.S.C. 2222 based on defined criteria established for such certifications.

VI. STAFFING AND SUPPORT

A. IRB Support Staff: The Director, Business Transformation, ODUSD(I&E) will provide ongoing support to the IRB, and will prepare Investment Recommendation Packages based on the submissions to the IRB from the Components and their program managers.

B. IRB Support Staff responsibilities include:

1. Preparing the Investment Review Board agendas.
2. Providing IRB Members with required meeting materials.
3. Briefing Investment Review Packages to the IRB.
4. Publishing minutes of IRB meetings.
5. Maintaining IRB records and official files.
6. Recommending standards and specific evaluation criteria to supplement enterprise level criteria. The IRB approved standards and criteria will be utilized by the IRB in its evaluation of business system investments and by the Components to develop their internal standards, criteria and metrics.

7. Providing effective communication to the CBMA community regarding the standards and criteria required for the successful completion of investment reviews.
8. Working closely with the CBMA community to provide assistance throughout the business system investment review process.
9. Supporting Integrated Process Teams established by appropriate authority to maximize interoperability of system investments.
10. Performing other services requested by the IRB.

C. IRB Support Staff Supplementation: The IRB Support Staff may be supplemented by representatives from affected Services and Agencies as appropriate for the system investments under review.

D. Component and program manager Support to the IRB: In addition to the IRB Support Staff, the Components and their program managers also play a critical role in providing the IRB with the relevant information needed to make information systems investment decisions in the RP&ILM CBMA. Specifically, the Component or program manager is responsible for:

1. Conducting Component-level reviews of business system investments to ensure compliance with the objectives and requirements of the evaluation criteria and thresholds established by the IRB and higher authority.
2. Registering systems in the DoD system repository.
3. Submitting business system investments to the IRB for review (based on published guidance and thresholds).
4. Participating in Investment Review Package briefings to the IRB.
5. Maintaining an inventory of planned and ongoing information system investments within the Component.

E. The Component or program manager is responsible for managing its respective information systems investments across the Department and supporting review by the IRB to ensure compliance with 10 U.S.C. 2222 (as added by section 332 of the FY 2005 National Defense Authorization Act).

VII. PROCEDURES

A. Investment Review Board Meetings: The IRB shall meet at least quarterly. Meetings are scheduled and convened by the Chairperson, and the Chairperson may reschedule or call additional sessions as needed. If a principal member is unable to attend, their assigned alternate/deputy or equivalent senior representative should attend. Meetings can be accomplished virtually as well.

B. Quorum: A quorum is needed for all IRB investment recommendations. A quorum consists of at least three principal members and the IRB Chairperson. A principal member may participate in a meeting by teleconference, in which case the member shall be deemed "present" for purposes of establishing a quorum. If a quorum is not present, the Chairperson is permitted to table the decision until the next meeting of the IRB and proceed with other IRB business for which a quorum is not required.

C. Recommendations to USD(AT&L) are made by the IRB Chair after consultation and deliberations with a quorum of IRB Principals and consultation with appropriate Associate IRB members. IRB Principals and Associate members participating in IRB deliberations must be Federal Government employees. Deputies or equivalent senior representatives participating for an absent member may participate.

D. Investment/Recommendation Criteria: Annually, the IRB Support Staff may present additional investment review criteria to the IRB for review and approval. Upon approval, the criteria will be provided to the AT&L Mission Area stakeholders, program managers and sponsors. In addition, the IRB Support Staff will recommend proposed special interest areas to the IRB, to ensure IRB investment reviews of such areas regardless of established certification thresholds.

E. Appealing IRB Recommendations: If an IRB principal member or alternate IRB member objects to the Board's investment recommendation, they have 10 business days from the Board's recommendation date to appeal to USD(AT&L) for a review of the decision. When there are dissenting positions, all minority positions will be forwarded to the USD(AT&L) with the recommendations of the IRB Chair. USD(AT&L) may make a decision or decide to forward the issue to the DBMSC for resolution.

F. Charter Amendment: The IRB may recommend amendments to the Charter, for the approval of USD(AT&L).

VIII. EFFECTIVE DATE

This Charter becomes effective immediately.


Kenneth J. Krieg
USD(AT&L)