



OFFICE OF THE COMPTROLLER OF THE DEPARTMENT OF DEFENSE

WASHINGTON, DC 20301-1100

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(Information Resources
Management)

OCT 30 1989

COVER BRIEF

TO: COMPTROLLER
THRU: PRINCIPAL DEPUTY COMPTROLLER
DEPUTY COMPTROLLER (INFORMATION RESOURCES MANAGEMENT)
FROM: DIRECTOR FOR REVIEW AND CONTROL William H. Leary
SUBJECT: Charter for Executive Level Group

PURPOSE: To obtain your signature forwarding the Charter for the Executive Level Group.

DISCUSSION: ● The attached Charter and forwarding memorandum have been fully coordinated with Mr. Cooke's staff. Certain key phrases are in both the forwarding memorandum and Charter.

● The budget is probably much bigger than needed. A total of 6 in-house man-years (across DoD) account for nearly \$400,000.

● Any amendments to the Charter can easily be accomplished after approval.

Great!

RECOMMENDATION: You sign the attached memorandum to Mr. Cooke requesting approval of the Committee and chartering of the Executive Level Group.

COORDINATION: None

Prepared by: Mr. Leary/R&C/1C488/50561/27Oct89



COMPTROLLER OF THE DEPARTMENT OF DEFENSE

WASHINGTON, DC 20301-1100

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MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT

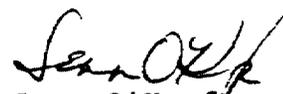
SUBJECT: Request to Establish a Federal Advisory Committee on
Defense Corporate Information Management

In the attached memorandum of October 4, 1989, the Deputy Secretary of Defense initiated efforts to improve the standardization, quality, and consistency of data from DoD's multiple management information systems. This overall initiative is called DoD Corporate Information Management and is intended to identify and apply private sector techniques for building integrated management information systems. In the memorandum, the Deputy Secretary tasked this office with establishing an Executive Level Group of outside experts and DoD officials who will be responsible for developing an approach for DoD Corporate Information Management. The nature of this group's tasking and its composition indicate that it should be properly constituted as a Federal Advisory Committee. Further, it is deemed to be in the public interest to establish this committee.

The Executive Level Group will focus its efforts on defining the best approach for DoD Corporate Information Management, review the procedures of the functional groups, and assessing the oversight of information systems and software development. Presently, the plans call for monthly sessions of 2- to 3-day duration during the first year, with semiannual sessions thereafter. Approximately five to six private sector experts on corporate information management will be selected and every effort will be made to ensure balance in the membership and a cross section of interests for the group. Initial budget figures for the 9 months the group is to be in operation in FY 1990 are as follows:

Personnel Payments	\$575,000
Travel and Per Diem	\$ 63,000
Other	\$ 5,000
Totals	\$643,000

Please initiate the necessary actions to obtain approval to establish this committee and have the attached charter approved. Mr. William Leary will coordinate Comptroller actions on this matter and he can be reached at 695-0561.


Sean O'Keefe
Comptroller

Attachments



THE DEPUTY SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

4 OCT 1989

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
COMPTROLLER
GENERAL COUNSEL
INSPECTOR GENERAL
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: DoD Corporate Information Management

In order to reduce non-value-added work and costs, as highlighted by the Secretary's Report to the President on Defense Management, there appears to be a need to improve the standardization, quality, and consistency of data from DoD's multiple management information systems. More effective use of information systems must be a high priority.

Along these lines, DoD should not expend resources to develop and maintain multiple systems or software to meet the same functional requirements. To reduce unnecessary redundancy, common data requirements and formats must be developed, especially in those areas of most utility to the sound management of the entire Department. The successes in industry in developing integrated management information systems suggests that much can be done in DoD.

In order to evaluate the depth of this problem and to develop corrective measures as necessary, the following actions will be taken.

- An executive level group of outside experts and DoD officials will be established to:
 - (1) recommend an overall approach and action plan to enhance the availability and standardization of information in common areas through a Corporate Information Management program for the DoD;
 - (2) review the procedures of functional groups described below and, as needed, the products of the groups, including information requirements and data formats;
 - (3) review the processes and procedures used for overseeing the development of new information systems and software in DoD; and, where applicable,
 - (4) recommend corrective actions.

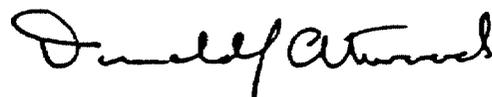
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- The Information Resources Management staff will draft a management plan, including a process guide for developing integrated management information systems.
- Upon completion of the guide, functional groups both in technical areas and in common business areas (e.g., inventory, warehousing, civilian personnel, financial management, civilian payroll, and contract payment) will be established. The groups will be led by OSD officials and should consist of Service and Defense Agency functional experts. The groups will support the executive level group and will:
 - (1) review information requirements of the OSD, Services, and Defense Agencies and consider levels of compatibility and redundancy within each area; and
 - (2) develop uniform and consistent information requirements and data formats within each functional area.

In the interim:

- Current life-cycle management principles and processes will remain in effect for automated information systems.
- The Major Automated Information System Review Council (MAISRC) will be established as a committee of the Defense Acquisition Board (DAB), with the DoD Comptroller as the chair. The DAB committee will continue to operate under current MAISRC procedures and will review all automated information systems and telecommunications programs prior to DAB meetings.

It is essential that the Department improve its information management to realize savings in both the \$9 billion spent annually on information technology and in the DoD business areas these systems support. The total cooperation and commitment of your staffs will be required to achieve this high-priority effort.


Donald J. Atwood

CHARTER

EXECUTIVE LEVEL GROUP (ELG) FOR DEFENSE CORPORATE INFORMATION MANAGEMENT

1. Title: Executive Level Group (ELG) for Defense Corporate Information Management.
2. Group's Objective and Scope of Activity: In order to reduce non-value added work and costs, as highlighted by the Defense Management Review, there is a need to improve the standardization, quality, and consistency of data from DoD's multiple management information systems. To pursue these improvements, the Deputy Secretary of Defense directed several new initiatives as part of a Defense Corporate Information Management program. One of the efforts tasked in the Deputy Secretary's Memorandum of October 4, 1989, is the establishment of an Executive Level Group, consisting of outside experts and DoD officials to review information management problems and opportunities. Specifically, the Executive Level Group is to:
 - a. recommend an overall approach and action plan to enhance the availability and standardization of information in common areas through a Corporate Information Management program for the DOD;
 - b. review the procedures of functional groups (as described in the October 4, 1989 memorandum) and, as needed, the products of the groups, including information requirements and data formats;
 - c. review the processes and procedures for overseeing the development of new information systems and software in DoD; and, where applicable,
 - d. recommend corrective actions.

The Executive Level Group is to focus on meeting these taskings but, wherever necessary to meet the broader Corporate Information Management goals, is to evaluate and provide recommendations on other important aspects of information management and information systems.
3. Period of Time Estimated: 2 years.
4. Official to Whom Group Reports: Deputy Secretary of Defense.
5. Organization Responsible for Providing Support: Comptroller, Department of Defense.

6. Description of Duties: Functions and goals of the Executive Level Group are to provide advice and recommendations to the Deputy Secretary of Defense on matters dealing within the general scope of activity outlined in B above.

7. Estimated Annual Operating Cost in Dollars and Man-Years: \$643,000 per year/6 man-years.

8. Estimated Number and Frequency of Meetings: 12 per year (monthly).

9. Composition:

a. The Deputy Secretary of Defense shall:

- (1) Designate a Chairperson and Vice Chairperson of the group from the membership.
- (2) Authorize establishment of any necessary subcommittees to support the Executive Level Group (ELG) in its mission.

b. Membership: The Executive Level Group (ELG) will be limited to no more than twelve industry and government people who are appointed for a two-year term on the basis of their expertise in the areas for which the group is responsible. Board Members will be approved by the Secretary of Defense using the procedures specified in DoD Directive 4205.2, "DoD Contracted Advisory and Assistance Services I (CAAS)," January 27, 1986.

10. Responsibilities:

a. The DoD Comptroller shall:

- (1) provide for such technical and administrative assistance as needed by the Executive Level Group (ELG);
- (2) keep adequate financial records for the group;
- (3) coordinate all needed support activities with the Military Departments and Defense Agencies;
- (4) appoint the Executive Secretary (Federal designated official), who will be responsible for the proper functioning of the Executive Level Group (ELG) in accordance with DoD Directive 5105.4, "DoD Federal Advisory Committee Management Program," September 5, 1989. The Executive Secretary shall call the meetings, approve the agenda, attend each meeting, and adjourn meetings when he or she determines it to be in the public interest.

b. The Chairperson of the Executive Level Group (ELG) is responsible for:

- (1) Assuring agendas and supporting documents that facilitate decision making by the Executive Level Group (ELG) are prepared and distributed well in advance of scheduled meetings.
- (2) Presiding at all Executive Level Group (ELG) meetings.
- (3) Assuring that the issues are addressed completely.
- (4) Assuring appropriate reports as well as other documents and records of the Executive Level Group (ELG) activities are prepared.
- (5) Assuring that the final Executive Level Group report, covering all necessary issues, is prepared and delivered to the Deputy Secretary in a timely manner.

11. Termination Date: Indefinite.

12. The Executive Level Group (ELG) shall operate in accordance with the provisions of DoD Directive 5105.4, "DoD Federal Advisory Committee Management Program," September 5, 1989.

13. Date Charter filed: _____.