ASSISTANT SECRETARY OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000

July 7, 2000

COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARY OF DEFENSE (HA)
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE
DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY
DIRECTOR, DEFENSE LOGISTICS AGENCY
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY
DIRECTOR, NATIONAL SECURITY AGENCY

SUBJECT: Establishment of Electronic Business Board of Directors (EB BOD)

I have approved and chartered an Electronic Business Board of Directors (EB BOD). The establishment of the EB BOD satisfies the March 23, 2000, direction to the Chief Information Officer (CIO) from the Deputy Secretary of Defense. A copy of the EB BOD Charter is attached.

The EB BOD will recommend improvements to the eBusiness vision, goals and direction for the Department as well as coordinate implementation and execution activities and monitor metrics. The EB BOD will provide guidance in moving the Department forward into the era of Electronic Business Operations as envisioned in the Defense Reform Initiative Report (DRIR).

To initiate the process, the first meeting of the EB BOD has been scheduled for August 2, 2000, in 1E801 #7 at 1000 hours. My Deputy CIO will chair these meetings. Please forward the name of your Flag/SES level member and an organizational point of contact to Ms Dee Ann Sullivan of my staff. She may be reached at 703-604-1585 or through email at sullivad@osd.pentagon.mil.

Arthur L. Money

Attachment

Electronic Business Board of Directors
Charter

A. Thrust

The Deputy Secretary of Defense (DepSecDef), on March 23, 2000, tasked the Chief Information Officer of the Department of Defense (DoD CIO) to charter the Electronic Business Board of Directors. The Board of Directors is needed to recommend improvements to the eBusiness vision, goals, and direction for the Department as well as coordinate implementation and execution activities and monitor metrics. This will be accomplished by terminating the existing Electronic Business (eBusiness) Panel under the CIO Working Council and subsuming that panel's functions into those of the newly created Electronic Business Board of Directors (EB BOD). Like its predecessor, the EB BOD will be subordinate to the DoD CIO Executive Board.

The EB BOD shall serve as the single DoD senior board for eBusiness. Following an annual review/approval of eBusiness vision, goals and direction for the Department; it will focus on implementation monitoring, specifically including coordination of policy, budget oversight and periodic metrics review. The EB BOD shall have sufficient authority to ensure electronic business/electronic commerce policies, plans, and architecture development are supported and implemented across the Department, as well as in its respective PSAs, or DoD Components (i.e., Military Services, Joint Staff, Defense Agencies and DoD Field Activities).

B. Principal Functions of the Board

The EB BOD will set the direction for eBusiness annually and will perform oversight; monitor implementation of eBusiness within the Department; approve eBusiness execution tracking metrics; advise the DoD CIO and, at his request, advise the CIO Executive Board on all eBusiness related matters. The EB BOD will focus predominantly on cross-functional and cross-Component programs.

1. Departmental Priorities. Develop and recommend DoD priorities to the DoD CIO and, as requested, make recommendations to the CIO Executive Board. The EB BOD also shall promote multi-functional common solutions through review of initiatives and sharing of ideas.

2. Departmental Performance Measures. Approve, implement, and oversee the application of metrics to track and report progress of the eBusiness Program.

3. Cross Functional and Cross Component Solutions. Review, recommend and promote common, cross-component, and multi-functional-eBusiness solutions through monitoring and sharing of ideas. Adoption of cross-functional solutions is critical to the success of EB/EC and collectively should be addressed. A major focus for the EB BOD will be on the multi-function eBusiness programs and projects.

4. Architecture/Infrastructure. Support and develop an integrated standard architecture for eBusiness within the Global Information Grid architecture. The EB BOD also should:

a. Direct gap analyses and support the development of the required functional solutions and supporting infrastructure.

b. Working through the CIO, ensure adequate end-to-end enterprise processes and supporting infrastructure.

c. Provide recommendations that support the lowest cost, end-to-end, commercial-based operation from the Defense user on any post/camp/base/station to the service provider, including to private sector services suppliers.

5. eBusiness Governance. Analyze and recommend improvements to the DoD eBusiness governance process, to include the various boards, committees and process teams that support eBusiness. Recommend direction to the PSAs and Components on opportunities for consolidation and/or sharing. Support oversight of PSA and Joint Staff system projects as appropriate. Where community assets are involved, including the projects from the Joint Electronic Commerce Program Office, the EB BOD will recommend budget and program priorities to the DoD CIO and, where appropriate, to the DoD CIO Executive Board.

6. Issue Resolution. Recommend and staff decision proposals and issues for presentation and discussion to the DoD CIO. This will normally be accomplished through the DoD CIO Executive Board.

7. Reports and Products. Provide periodic assessments of the state of DoD eBusiness vis-à-vis departmental policy guidance and goals to the DoD CIO and, as requested, to the CIO Executive Board.

C. Membership

The EB BOD will be chaired by the Deputy CIO and have representation from the appropriate OSD PSAs, the Joint Staff, Military Services and appropriate Defense Agencies. Representatives to the EB BOD should be Flag/SES level. The DCIO will provide the executive secretariat.

D. Frequency of Meetings

The EB BOD schedule should be determined by its workload. Initially, it may need to meet more frequently, but eventually meetings may become quarterly or as required. The chairman of the EB BOD will provide periodic summary reports to the DoD CIO and the DepSecDef.