

approval, authorize a qualified alternate to attend and participate in the voting process at TRB meetings.

(4) Each agency represented on the TRB is allocated one vote. The agencies represented by rotating members also have one collective vote. The TRB may adopt resolutions, including recommendations to the MRB on the disposition of IT investments, by majority vote of participating agencies.

(5) The TRB will maintain a record, for internal use only, available to TRB members relating to proposed recommendations under consideration.

b. The TRB is an advisory body to the MRB and the CIO with the following responsibilities:

(1) Review IT initiatives to ensure risks and returns have been adequately and accurately assessed. Reviews of IT initiatives will include assessments of IT investment:

(a) Screening information;  
(b) Scoring information;  
(c) Return-on-investment information, including improved operational efficiency;

(d) Cost, schedule, and technical performance information;

(e) Supporting documentation, including business case, risk assessments, privacy impact assessments, financial information, technical documentation, and project planning documentation; and

(f) Other information as may be necessary to satisfy OMB budget justification requirements.

(2) Develop and provide recommendations to the MRB and CIO on the disposition of IT initiatives, the selection of new initiatives, or the continuation of existing IT initiatives.

(3) Develop and provide recommendations to the MRB and CIO on Departmental enterprise architecture management and IT capital planning and investment control process improvements.

(4) Develop and provide recommendations to the MRB and CIO on agency and Departmental IT investment portfolios.

(5) Create TRB sub-committees and provide appropriate guidance to sub-committees.

(6) Address common IT issues, investments, and security and provide recommendations to the CIO and/or MRB.

## 19. Reservation of Authority

a. The following functions are reserved to the Secretary:

(1) No delegation of authority or assignment of responsibility under this Order will be deemed to affect the Secretary's authority to continue to

exercise or further delegate such authority or responsibility.

(2) The submission of reports and recommendations to the President and Congress concerning the administration of the statutory provisions and executive orders listed above is reserved to the Secretary.

## 20. Effective Date

This Order is effective immediately.

Dated: May 16, 2003.

**Elaine L. Chao,**

*Secretary of Labor.*

## Attachment 1—Department of Labor Technical Review Board Charter

May 2003.

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### Preface

In November 1998, the Department's Management Review Council (MRC, now the Management Review Board (MRB)) approved the establishment of a two-tiered information technology (IT) Investment Review Board structure to conduct Departmental IT investment management. The new structure replaced the Capital Planning and Investment Review Board (CPIB) with the MRC and a Technical Review Board (TRB). In 2001, the MRC became the MRB. The two-tiered Investment Review Board structure is designed to ensure compliance with the Clinger-Cohen Act and the Department's enhanced IT capital planning process. This Charter establishes the mission, objectives, membership, and responsibilities of the TRB. The TRB operating procedures are presented in the Department's IT Capital Investment Management Guide.

### Mission

The Technical Review Board serves as the Department's first tier Investment Review Board for above-threshold<sup>1</sup> information technology (IT) investments and as a forum to identify and resolve Department-wide IT-related issues. The TRB makes recommendations on the appropriate disposition of above-

threshold IT investments to the MRB based on standardized investment review criteria, with a focus on the technical feasibility of the investments. The TRB also serves as a forum to conduct Departmental IT strategic planning, enterprise architecture management, and IT capital planning process improvements via permanent committees.

### Objectives

The objectives of the TRB are to ensure compliance with the IT capital planning provisions of the Clinger-Cohen Act by:

- Conducting IT investment analysis on above-threshold IT investments and recommending the disposition of those IT investments to the MRB;
- Establishing above-threshold IT initiative review schedules and monitoring these IT investments throughout their lifecycle (control phase);
- Evaluating fully operational above-threshold IT initiatives by reviewing the results of post-implementation reviews conducted;
- Recommending to the MRB corrective actions for those above-threshold IT initiatives that are not performing in accordance with established cost, schedule, or technical performance parameters;
- Providing recommendations to the MRB on portfolio management;
- Providing input to the CIO and MRB on Departmental enterprise architecture management planning and IT capital planning process improvement activities;
- Identifying opportunities to minimize duplicate and overlapping information systems across the Department and the Federal Government;
- Addressing common IT issues and recommending the resolution of these issues to the MRB.

### Membership

The Technical Review Board has the following membership:

Eight Non-voting members:

Chair: Deputy Chief Information Officer

Vice-Chair: Deputy Assistant Secretary for Operations, OASAM

Advisors:

Procurement Executive

Assistant Inspector General of the

Office of Audit Operations

Senior Representative of the Office of the Solicitor

Senior Executive from the Office of Disability Employment Policy

Department Librarian

Department Records Officer

<sup>1</sup> "Above-threshold" refers to investment initiatives that are above a designated investment level or that have crosscutting implications or applicability. The amounts are set by the Secretary in consultation with the CIO and the MRB; more specific information about TRB jurisdiction may be obtained from the CIO.