

Eleven Voting Members: Unless otherwise noted, the voting member for each of the following is either the Agency's Senior Agency IT Executive or Administrative Officer.

Office of the Assistant Secretary for Policy (Senior Management Representative)
Bureau of Labor Statistics
Employee Benefits Security Administration
Employment Standards Administration
Employment and Training Administration
Office of the Assistant Secretary for Administration and Management
Office of the Chief Financial Officer (Chief Financial Officer's Representative)
Office of Public Affairs (Departmental Web Sites Director)
Mine Safety and Health Administration
Occupational Safety and Health Administration
Small Agencies' Representative

The small agencies' representative is appointed for a one-year term by _____ from agencies and Departmental components without permanent voting representative on the TRB.

TRB Participation: TRB membership may not be delegated. Agency permanent members may, with written Agency Head approval, authorize a qualified alternate to attend and participate in the voting process at TRB meetings. Agency Senior IT Executives and Administrative Officers from agencies that are not permanent or rotating members may attend TRB meetings as observers.

Technical Review Board Sub-Committees

The Technical Review Board will have two standing sub-committees, the IT Architecture Sub-Committee and the IT Capital Planning Sub-Committee, for purposes of carrying out the roles and responsibilities of the CIO. The CIO will appoint a Chair to preside over each standing sub-committee from the TRB membership. The CIO will solicit a call from the TRB for three nominations per sub-committee for consideration as sub-committee Chairpersons on an annual basis. The CIO will appoint the sub-committee Chairpersons for a period of one year. The sub-committee Chairs will be responsible for carrying out the duties and responsibilities of the sub-committees and regularly reporting status to the TRB. Sub-committee membership will include representatives from all of the major agencies and other smaller agencies are encouraged to participate. Sub-committee members will be recognized

as authoritative subject matter experts and will be appointed by the TRB.

A. Enterprise Architecture Sub-Committee

Provides enterprise architecture baseline management, configuration control, standards adoption, and enterprise architecture migration recommendations to the full TRB. The enterprise architecture committee will focus on interoperability issues as they pertain to crosscutting IT infrastructure issues.

B. IT Capital Planning Sub-Committee

Assesses the effectiveness of the Departmental IT capital planning process and provides recommendations to the full TRB for refining and improving the process. Process improvement analysis includes: Assessments of screening criteria; IT investment criteria (selection, control, and evaluation procedures); IT capital planning process timing issues; Information Technology Investment Portfolio System (I-TIPS); and integration of IT capital planning activities with other major management processes.

Temporary Working Groups

Temporary working groups will be established by a majority vote of the TRB. The temporary working group chair will be one of the permanent members of the TRB, but other members on the working group may include Federal and contractor staff who are not on the Board. The establishment of a temporary working group requires the following:

- Assignment of working group chair and members;
- Identification of working group scope and objectives; and
- Identification of working group deliverables and schedules.

Adoption of Technical Review Board Resolutions

(1) The Technical Review Board is a consensus-driven body designed to maximize departmental IT investment decision-making through the objective, impartial application of each member's technical and business management expertise.

(2) Technical Review Board resolutions, including recommendations to the MRB on the disposition of IT investments, require a majority vote of participating agencies' representatives. Each agency represented on the TRB is allocated one vote. The agencies represented by rotating members also have one collective vote (resulting in a total of eleven (11) votes).

(3) Voting will be recorded in the TRB meeting minutes and provided to the MRB as part of the disposition recommendation.

Responsibilities

A. Management Review Board

(1) Evaluate and either "approve", "not approve", or "approve with conditions" TRB recommendations.

(2) Ensure that MRB decisions pertaining to IT investment management deliver substantial business benefit to the Department and/or, improved operational efficiency and/or substantial return on investment to the taxpayer.

(3) Direct the TRB to undertake studies or prepare recommendations to address common IT issues.

B. Chief Information Officer

(1) Provide advice and other assistance to the Secretary of Labor and MRB to ensure that information technology is acquired and information resources are managed for the Department consistent with the Clinger-Cohen Act, departmental missions and objectives, and the Department's IT capital planning process.

(2) Present TRB recommendations with an evaluation of their merit to the MRB for disposition.

(3) Conduct strategic analysis of the Department's IT investment portfolio. Issue Departmental IT strategic planning guidance.

(4) Develop, maintain, and facilitate implementation of a sound and integrated enterprise architecture for the Department.

(5) Promote the effective and efficient design and operation of all major information management processes for the Department.

C. Deputy Chief Information Officer

(1) Serve as the Chair of the Technical Review Board.

(2) Ensure that the TRB provides comprehensive evaluations of all above threshold IT projects and that the results of these evaluations are presented to the MRB for final disposition.

(3) Ensure that the TRB conducts enterprise architecture management and IT capital planning process improvement activities.

(4) Ensure that common IT issues are fully addressed and recommended resolution of these issues are provided to the CIO and/or MRB.

(5) Responsible for overseeing and providing guidance to TRB sub-committees.

D. Deputy Assistant Secretary for Operations, OASAM

(1) Serve as the TRB Vice Chair.