



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 5420.114  
N2/N6  
30 Apr 2012

OPNAV INSTRUCTION 5420.114

From: Chief of Naval Operations

Subj: NAVY ENTERPRISE INFORMATION TECHNOLOGY GOVERNANCE BOARD  
CHARTER

Ref: (a) Navy Enterprise Information Technology Governance

1. Purpose. To establish the Navy Enterprise Information Technology Governance Board (NEIGB) which shall function as a senior level decision body to review and establish Navy-wide information management (IM) and information technology (IT) guidance, direction, policy, planning, procedures, and standards, per reference (a). The actions of this board will enable, assess and enforce enterprise decisions to drive efficiencies while advancing capabilities which support business and warfighting mission areas.

2. Scope and Applicability. The charter applies to all U.S. Navy commands and activities. Governance is applicable to all appropriated Navy Enterprise IT, including IT funded within Navy Work Capital Fund. IT, referenced in subtitle II of title 40, United States Code (formerly the Clinger-Cohen Act of 1996) and in this context, is defined as any equipment, interconnected system, subsystem, service (including support service), or related resource that is used in the access, retrieval, transport, processing, analysis, and or display of non-weapons systems, business-related or business process-related applications, data, or information. A representative sample of IT equipment includes, but is not limited to: networks, computer workstations, laptops, personal digital assistants, hand held internet access devices, cell and or smart phones, air cards, WiFi routers, servers, copiers, scanners, bar code readers, video teleconference equipment, and software applications.

3. Responsibilities. The NEIGB shall:

a. Be the authoritative decision making body for all U.S. Navy IM and IT policy matters.

b. Advise the Department of the Navy (DON) Information Enterprise Governance Board (IGB), on behalf of the Navy, to recommend modifications to and or establishment of information policy and strategy to ensure alignment with applicable DON, Department of Defense (DoD), and Federal guidance, laws and regulations.

c. Assess and provide recommendations to the Resources Requirements Review Board on all new IT investments, capabilities, and requirements across the Navy.

d. Maximize opportunities for achieving and increasing enterprise efficiencies.

e. Provide effective, timely, and coordinated enterprise requirements management and balancing of funding priorities.

f. Implement technical standards under Federal, DoD, and DON directives and guidance.

g. Review annual resourcing of the Navy Enterprise IT non-program of records.

h. Develop, implement, and monitor Navy Enterprise IT governance performance metrics to ensure process improvement.

4. Membership. The NEIGB shall be comprised of flag and general officer and Senior Executive Service (SES) level principal (voting) and adjunct (non-voting) members. When alternate participation is required, principal members will ensure flag officer and general officer and SES representation is maintained. Adjunct members will be allowed to fully participate in all meetings. While consensus will be sought in decisions and or recommendations pursued by the board, consensus is not required. The chair will capture and relay all positions stated by NEIGB members.

a. Principal members include flag and general Officers and SES level representatives from the following organizations:

(1) Department of the Navy Deputy Chief Information Officer (Navy) (DDCIO(N)) (Chair)

(2) Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (CNO N1)

(3) Deputy Chief of Naval Operations, Information Dominance, Director for Warfare Integration (OPNAV N2/N6F)

(4) Deputy Chief of Naval Operations, Fleet Readiness and Logistics (CNO N4)

(5) Deputy Chief of Naval Operations, Integration of Capabilities and Resources (CNO N8)

(6) U.S. Fleet Forces Command

(7) Pacific Fleet

(8) Fleet Cyber Command/10th Fleet

(9) Navy Reserve Force

b. Adjunct members include flag and general Officers and SES level representatives from the following organizations:

(1) Department of the Navy (DON) Chief Information Officer (CIO)

(2) Space and Naval Warfare Systems Command as the technical authority

(3) Program Executive Office Enterprise Information Systems (PEO EIS)

(4) Program Executive Office Command, Control, Communications, Computers and Intelligence (PEO C4I)

(5) United States Marine Corps

(6) Systems commands

(7) United States Naval Academy as Navy Education Consortium representative

c. The NEIGB chair may add or change adjunct members, or invite one or more individuals to attend specific meetings for the purpose of providing relevant information or expertise to assist in the NEIGB's deliberations.

d. NEIGB Secretary. DDCIO(N) will serve as the secretary for the NEIGB.

e. Coordination and Synchronization Working Group (CSWG). This working group shall be comprised of a standing group of O6 and GS-15 representatives of principal and adjunct member organizations.

f. Sub-Working Groups. As directed by the NEIGB chair, sub-working groups shall be established temporarily to facilitate and address specific issues or capabilities. NEIGB sub-working groups shall be comprised of selected representatives and or subject matter experts from principal and adjunct member organizations.

## 5. Roles

a. NEIGB chair shall:

(1) Call and chair NEIGB meetings.

(2) Consider the fiscal and technical issues, problems, and equities presented during meeting to provide guidance and or recommend specific actions to be taken.

(3) Seek consensus on guidance and or recommended actions and provide appropriate direction.

(4) Present and represent positions of the NEIGB to the DON IGB, gate reviews, and milestone decisions as needed.

(5) Provide NEIGB guidance and influence to the Planning, Programming, Budgeting, and Execution (PPBE) process.

(6) Collaborate and coordinate with IT portfolio management and IT asset management stakeholders, and function as the primary lead for the functional area manager

b. Board members shall:

- (1) Attend all NEIGB meetings or designate an appropriate alternate representative.
- (2) Identify and nominate agenda items to the NEIGB CSWG for review and vetting.
- (3) Represent member's organization, providing feedback on guidance and or recommended actions proposed or being considered by the NEIGB.
- (4) Represent the positions and decisions of the NEIGB to their organizations.
- (5) Execute actions and tasks as agreed to by the NEIGB.
- (6) Ensure their organizations participate on appropriate sub-working groups.
- (7) Review and approve NEIGB meeting minutes.

c. CSWG shall:

- (1) Serve as the lead coordination group for principal NEIGB membership.
- (2) Develop, coordinate, and prepare agenda topics and prepare or review required read ahead material for each NEIGB meeting.
- (3) Review, prioritize, coordinate, adjudicate, and prepare all issues to be considered by the NEIGB.
- (4) Provide situational awareness of Navy Enterprise IT governance specific items and areas of interest to the leadership of their respective organization.
- (5) Provide recommendations to the NEIGB on the establishment of sub-working groups as necessary to address items and areas of interest.

(6) Develop impact assessments and advise the member organization leadership on proposed guidance and actions recommended by the NEIGB.

d. Sub-working groups shall:

(1) Research, analyze, coordinate, and adjudicate recommendations for the issues within the sub-working groups' tasked area of responsibility.

(2) Brief represented organizations, CSWG, and board members on sub-working group recommendations.

e. NEIGB secretary shall:

(1) Assemble, prepare, and distribute read-ahead materials at least two days prior to the scheduled meetings on matters under consideration by the NEIGB.

(2) Publish time and location for upcoming meetings and advise members accordingly.

(3) Prepare and post agendas for and minutes from NEIGB meetings.

(4) Disseminate decisions and actions reached by the NEIGB.

(5) Track NEIGB actions and decisions through resolution.

(6) Collaborate, coordinate, and exchange information with secretariats of other relevant organizational groups under the guidelines established by the NEIGB.

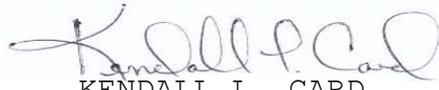
6. Meeting Procedures

a. The NEIGB shall meet quarterly, at a minimum. It is expected that during the first and fourth quarters of the fiscal year, that NEIGB meetings may need to occur bi-weekly in order to align, complement and support fiscal decisions within the PPBE process, while informing and complementing the program budget coordination group. The NEIGB chair or primary members may request additional meetings, as necessary.

b. NEIGB attendance is limited to the flag officer and general officer and SES primary member plus one supporting attendee for each organization identified above in paragraph 4.

7. Review and Cancellation. This instruction will be reviewed annually and shall remain in effect until cancelled.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.



KENDALL L. CARD

Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations,  
Information Dominance

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.daps.dla.mil/>