



U.S. Department of Justice Chief Data Officer

Department of Justice Data Governance Board Charter

September 2019

Version 1 – Board approved September 26, 2019



Department of Justice Data Governance Board Charter

Article I – Authority

The Department of Justice (Department or DOJ) establishes the Data Governance Board (Board), chaired by the Chief Data Officer (CDO), to provide enterprise guidance and direction for achieving data management objectives as defined by the Department’s Data Strategy, the Federal Data Strategy, and the Foundations of Evidence-based Policymaking Act.

The Board is responsible for all actions assigned to the “Data Committee” within the Department’s Data Strategy. The Board and its sub-organizations fulfill the requirements for governance bodies outlined in Office of Management and Budget (OMB) Memoranda M-19-17 (*Enabling Mission Delivery through Improved Identity, Credential, and Access Management*) and M-19-23 (*Phase I Implementation of the Foundations for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel, and Planning Guidance*).

Article II – Scope

The Board is the principal internal Department forum for addressing DOJ data management standards, priorities, policies, and practices. The Board serves the leader for coordinating and facilitating implementation of Department-wide processes and standards, and for addressing common issues affecting Component data programs and resources.

This Charter is not intended to replace or supersede existing agreements between Board members or program agreements between DOJ and non-DOJ participants in specific programs. The Board will consult with other internal DOJ bodies, such as the Chief Information Officers (CIO) Council, on actions affecting the authority and/or scope of those bodies.

Article III – Purpose

In order to optimize the value of data assets for use in Department missions, DOJ must build a standardized, programmatic approach to manage and share data as well as advance our data communities. Collaboration between Department leaders on data management and governance will enable our Components to develop and implement requirements and solutions in support of this purpose.

The Board’s goals are to:

- Implement goals and actions from the Department and Federal Data Strategies as well as define approaches for achieving these goals;
- Improve DOJ practices related to the use, sharing, and management of agency data resources;
- Promote efficient and effective use of the Department’s data assets;
- Support business process reengineering, continuous process improvement, and other proven methods to achieve measurable increases in effectiveness and performance of DOJ’s data management programs;
- Support agency priorities, such as those identified in strategic plans and learning agendas, by informing Department Strategic Plans related to IT and data management functions, as well as identifying resources to implement these priorities; and
- Coordinate and support data management responsibilities to strengthen DOJ strategic plans and learning agendas.

The following operating principles shall guide the Board:

- Open and honest communications;
- Dual responsibilities to our operational customers and the enterprise;
- Active participation in the development, approval, and implementation of data standards and practices for DOJ in coordination with responsible stakeholders and authorities;
- Commitment to evaluating re-investment opportunities and recommend investment decisions as a Department;
- Commitment to listening to and contributing qualified resources to staff the data working groups, committees, and boards, which exist now or in the future; and
- Mission systems are a Component responsibility – A collective responsibility of the Board is to identify opportunities for sharing data assets, business support applications, IT Infrastructure, and contracts and eliminating duplication of investments wherever possible.

Article IV – Membership

- A. Voting Members: The following Department officials, or their designees, will comprise the voting membership of the Board. Required members of the Board, as specified by OMB guidance, are noted with an asterisk. Any individual serving in multiple roles listed below shall receive one vote on the Board.
 1. Chief Data Officer, who serves as Chair of the Board*
 2. Chief Information Officer*
 3. Chief Information Security Officer*
 4. Chief Technology Officer
 5. Controller
 6. Evaluation Officer*
 7. Director, Office of Information Policy
 8. Performance Improvement Officer*
 9. Senior Agency Official for Geospatial Information*
 10. Senior Agency Official for Privacy*
 11. Senior Agency Official for Records Management*
 12. Senior Procurement Executive
 13. Statistical Official*
 14. Representative from the Civil Division
 15. Representative from the Criminal Division
 16. Representative from the Federal Bureau of Investigation
 17. Representative from the Federal Bureau of Prisons
- B. Ex-Officio Members: Department officials invited to participate on the Board as well as any established committee or working group but who do not have voting rights on the Board.
 1. The CDO (if designated) or a representative from the following Components:
 - i. ATF, CRT, DEA, ENRD, EOIR, EOUSA, EOUST, NSD, OCDETF, OIG, OJP, TAX, and USMS.
 2. The Chair may designate current Department employees to serve as members, as necessary, to support the activities of the Board. These individuals may participate at the discretion of the Chair.
- C. Subject Matter Experts: The Board may invite Department representatives with subject matter expertise to participate in matters before the Board or in any established committee or working

group in order to support the overall efforts of the Board.

- D. Observers: Other Department representatives are welcome to Board meetings except when determined otherwise by the Chair. The Chair must be notified, and must approve of attendance by any non-government observer prior to a Board meeting.
- E. Executive Director: The Executive Director shall be a member of the OCIO Policy and Planning Staff (PPS) (or any successor). At the direction of the Chair, the Executive Director shall schedule meetings, develop agendas with input from the Board, coordinate speakers and Component briefings, and prepare and distribute minutes of the Board's meetings. The Executive Director is responsible for maintaining records of and fulfilling all recordkeeping requirements for the Board.

Article V – Procedures

- A. Agenda: Based on Department priorities, the Chair shall consult with Board Members to develop a meeting agenda. Any Member may propose an agenda item. The Chair shall approve the final agenda and the Executive Director shall distribute to the full Board in advance of each meeting.
- B. Minutes: The Executive Director shall prepare and distribute minutes after each Board meeting.
- C. Schedule: The Board shall meet at least quarterly, and the Chair may call additional meetings as needed.
- D. Rules: The Board shall adopt rules as appropriate to guide its work.
- E. Voting: While management by consensus is the operating principle, if a vote is necessary decisions shall move forward if a majority of the Board votes to approve. The Chair will only vote as a tie breaker if required, though this does not diminish the Chair's inherent authorities for decision making.
- F. Appeal Process: Any Board Member may appeal a Board decision directly to the Chair who has the authority to grant or deny the appeal.
- G. Consultation: The Board will consult with other internal DOJ bodies, such as the CIO Council, on actions affecting the authority and/or scope of those bodies.

Article VI – Relationships

The Chair has the authority to establish committees and working groups as necessary to address items of concern to the Board. Committees may be permanent or ad hoc. Board Members will nominate individuals, either another Member or a DOJ subject matter expert, to serve as Chair of a committee or working group. After formation, the Chair of any established sub-organization will report on ongoing activities at subsequent Board meetings.

The Board shall reorganize the Department's Data Architecture Working Group as a committee or working group under this Charter.

The Board shall establish an ICAM committee or working group pursuant to the requirements of Section IV of M-19-17 under this Charter. Membership in this sub-organization may expand beyond the membership of the full Board pursuant to these requirements.

Article VII – Charter Revisions

The Board may review and revise this Charter as necessary to ensure the intended purpose of the Board, and shall be considered adopted with the concurrence of the CDO. The CDO originally proposed this Charter in August 2019. The Board originally approved this Charter on September 26, 2019.

Appendix A – Definitions

This section is current as of the date of the Charter's last revision.

Data – Recorded information, regardless of form or the media on which the data is recorded. (44 U.S.C. § 3502)

Data Asset - a collection of data elements or data sets that may be grouped together. (44 U.S.C. § 3502)

Data Committee – Originally proposed in the Department's Data Strategy as a sub-body to the Department's Chief Information Officer's Council, the Department's Data Governance Board fulfills the role and responsibilities assigned to this proposed group.

Machine-Readable Data – Data in a format that can be easily processed by a computer without human intervention while ensuring no semantic meaning is lost. (44 U.S.C. § 3502)

Metadata – Structural or descriptive information about data such as content, format, source, rights, accuracy, provenance, frequency, periodicity, granularity, publisher or responsible party, contact information, method of collection, and other descriptions. (44 U.S.C. § 3502)