



WASHINGTON MILITARY DEPARTMENT POLICY

Information Technology Policy 05-001-05

**INFORMATION TECHNOLOGY
REVIEW BOARD**

This policy supercedes state Administrative Services Policy Number 00-13-03 dated August 2003 and any other policies on this subject with the same or similar title prior to the effective date of this policy.

1. **PURPOSE:** The Washington Military Department, WMD, must maintain an up-to-date, viable information technology (IT) strategy. This requires continually reassessing current strategies for Department-wide IT assets and management. To provide the WMD with the highest level of coordination for IT among the divisions, this policy establishes a board of selected representatives from all divisions of the Department to review, make recommendations and update approved changes to the Information Technology (IT) Enterprise Architecture, IT Portfolio, IT replacement and upgrade plans, and other IT-related business for the Department. The WMD's functional plans and requirements will determine the financial strategies to obtain the technology needed. Information Technology is a direct and critical long-term investment in the productivity of the WMD.
2. **APPLICABILITY:** This policy applies to all state funded information technology assets within the WMD to include those assets managed by the Military Department State Civilian Employees (MD), the Washington Army National Guard (WAARNG), the Washington Air National Guard (WA ANG), and the Emergency Management Division (EMD), collectively referred to in this plan as Divisions of the Military Department.
3. **REFERENCES:**
 - a. RCW 43.105.170, 172, 180, and 190 Information Technology Portfolios.
 - b. This policy supersedes the HQ Memorandum 2-4-1, Information Resource Panel dated 2/2/91, the ITRB policy number 13-03 published in August 2003, and all other state policies related to computer planning, assessment, and equipment purchasing using the same or similar names prior to effective date of this policy.
4. **POLICY:** The Information Technology Review Board (ITRB) will consist of the following members:
 - a. Military Department Chief Information Officer (CIO), Chairperson
 - b. Army National Guard Deputy Chief of Staff for Information Management Office (DCSIM)
 - c. Representative of Western Washington Air National Guard Information Management Office
 - d. Director, State Information Systems
 - e. Military Department Chief Financial Officer
 - f. Emergency Management Division Telecommunications Manager
 - g. Military Department Joint Force Headquarters J-6

- h. Representative of Emergency Management Division Enhanced 911 Program
- i. Other staff within the Department as may be deemed necessary and/or appropriate by the members of the Board.

If a member is unable to attend a meeting, every effort must be made to send a representative. This representative will be required to cast a binding vote, as necessary, on issues before the ITRB.

All members will be appointed in writing by The Adjutant General (TAG). Other staff members within the Department may attend meetings and provide input and/or technical assistance; however, all final Board recommendations will be decided by a simple majority vote of a quorum of the ITRB and presented to the Director/TAG by the Chairperson for final approval.

The Washington State Department of Information Systems (DIS) will be invited to participate on the Board as a non-voting member.

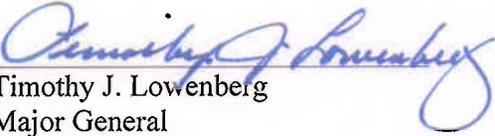
The Military Department Chief Information Officer, or their designated representative, will serve as the ITRB Chairperson. The Chairperson has the authority to assign ITRB related duties and tasks, levy suspension's and appoint sub-committees on behalf of The Adjutant General, Director, Washington Military Department.

The State Information Systems Director will serve as the ITRB Recorder and is responsible for providing and maintaining accurate minutes of the ITRB meetings. The minutes and Board recommendations will be provided to members for review and comment and once approved then will be posted within two working days on the Military Department' Intranet which is hosted on the State (MIL) network.

ITRB meetings will be scheduled monthly and as required by the Chairperson.

The ITRB has the responsibility to take the following actions and recommendations:

- a. Develop and recommend to management changes to the Information Technology Portfolio to assist the budget process and develop synergies in the utilization of information technology assets within the Department.
 - b. Develop and maintain the Department Enterprise Information Technology Architecture.
 - c. Recommend guidance and direction for the review, maintenance, upgrade, purchase and placement of information technology assets.
 - d. Provide a report to the executive management team at least biennially or as requested on the recommended maintenance, upgrade and replacement of information technology equipment demonstrating Best Practices.
 - e. Develop and recommend IT policies or procedures that apply to all divisions within the Department. Also, act as the reviewing authority/subject matter expert for current IT policies and procedures that apply to all divisions within the Department.
 - f. Recommend logic and actions which will enhance interdivisional communications for exchanging and sharing information in "real time".
5. This policy will be reviewed by the Information Technology Review Board (ITRB) on an annual basis or as needed. The ITRB will recommend changes and updates to the management team.


Timothy J. Lowenberg
Major General
The Adjutant General
Director, Washington Military Department

December 9, 2005
Date