



STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray • Tacoma, Washington 98430-5000

February 12, 2009

TO: Daniel Russ, Chief Information Officer
Laura Vander Meer, Chief Financial Officer
Col Neil Currie, J-6 WA NG
Maj Brian Scott, A-6 WA ANG
Maj Thomas Muehleisen, G-6 WA ARNG
Laura Drybread, Human Resource Director
Bill Pettit, Director, Washington Youth Academy
Kurt Hardin, Mitigation, Response & Recovery Unit Manager, EMD
Dave Irwin, 911, Emergency Management Division
Don Miller, Telecommunications Manager, Information Technology Division
Dennis Trout, IT Operations Manager/State Chief Information Security Officer, ITD
Col John Tuohy, USPFO, WA NG
Nancy Bickford, Military Department Special Assistant to the Director
Connie Michener, Department of Information Services, DIS
Ronald Weaver, Military Department, Joint Chief of Staff

FROM: Major General Timothy Lowenberg
The Adjutant General

SUBJECT: Appointment to the Military Department Information Technology Review Board (ITRB)

Effective February 12, 2009 the following positions are appointed as voting members of the Military Department Information Technology Review Board:

POSITION

Military Department, Chief Information Officer
Military Department, Chief Financial Officer
Washington Air National Guard, J6
Washington Air National Guard, A6
Washington Army National Guard, G6
Military Department State Human Resources, Director
Washington Youth Academy, Director
Emergency Management Division, Mitigation, Response & Recovery Unit, Manager
Emergency Management Division E911, Manager
Military Department, IT Division Telecommunications & Emergency Warning Systems, Manager
Military Department, IT Division Operations, Manager

The following positions are appointed as non-voting "ex-officio" members of the ITRB:

POSITION

USPFO for the Washington National Guard
Military Department Special Assistant to the Director
Department of Information Services Senior Policy & IT Consultant
Military Department Joint Chief of Staff



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AUTHORITY: Washington Military Department Policy Number 05-001-05; Information Technology Review Board

PURPOSE: The ITRB is established to review the Department's Information Technology (IT) Strategic Plan against the implementation process; develop recommendations on strategies, standards, and the architecture to manage IT; 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; recommend guidance and direction for the review, maintenance, upgrade, purchase, and placement of information technology assets; develop and recommend IT policies or procedures that apply to all divisions within the Department; act as the reviewing authority/subject matter expert for current IT policies and procedures that apply to all divisions within the Department; and recommend logic and actions which will enhance inter-divisional communications for exchanging and sharing information in "real time".

PERIOD: Until officially released from appointment or assignment.

SPECIAL INSTRUCTION: The CIO or delegate will maintain and publish ITRB meeting minutes, brief the Department Director on a periodic basis, provide information briefings and updates to both the Executive Team and the Executive Management Team.

cc: BG Magonigle, AAG-Air
BG Toney, AAG-Army
Jim Mullen, Director EMD
Tim Clark, Assistant Director, EMD