OPNAV INSTRUCTION 5420.114B

From: Chief of Naval Operations

Subj: NAVY ENTERPRISE INFORMATION GOVERNANCE BOARD CHARTER

1. **Purpose.** This instruction defines the governance and structure of both the Navy Enterprise Information Governance Board and the Semi-Annual Cyber Symposium. In addition, it establishes the Navy Enterprise Information Governance Board as the senior level decision body to review and establish Navy wide information management and information technology guidance, direction, policy, planning, procedures, and standards. Updates to this instruction include the delegation of decision making authority to the O-7 steering group and the Navy Enterprise Information Governance Board secretariat’s responsibility to convene a semi-annual cyber symposium. This instruction is a complete revision and should be reviewed in its entirety.

2. **Cancellation.** OPNAVINST 5420.114A.

3. **Scope and Applicability.** The Navy Enterprise Information Governance Board charter applies to all U.S. Navy commands and activities. The Navy Enterprise Information Governance charter is applicable to all programmed and appropriated Navy information technology, including information technology funded within the Navy working capital fund, and the military intelligence program. Regarding the National Intelligence Program, the Navy Enterprise Information Governance charter will only address information technology issues with potential impact to Navy warfighting capabilities.

4. **Background**

   a. The Navy Enterprise Information Governance Board assesses, enables, and enforces enterprise decisions, to include resourcing and policy decisions, while giving consideration to resource sponsor and budget submitting office requirements, which drive efficiencies and advance capabilities to support all U.S. Navy mission areas.

   b. Information technology is the collective term that encompasses information systems; platform information technology or industrial control systems; information technology products; information technology services; and any other information technology asset, as referenced in Department of Defense Instruction 8500.01, Cybersecurity, March 2014.

5. **Responsibilities.** The Navy Enterprise Information Governance will:

   a. be the authoritative decision making body for all U.S. Navy information management and information technology policy matters.
b. advise the Department of Navy (DON) Information Enterprise Governance Board, on behalf of the Navy, to recommend modifications to and 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 Deputy Chief of Naval Operations for Information Warfare (CNO N2N6) for submission to the resources requirements review board on all new information management or information technology capabilities and requirements across the Navy.

d. maximize opportunities to implement, achieve, and increase enterprise efficiencies.

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

f. approve reference architecture containing technical standards which implements federal, DoD, and DON directives and guidance; and regularly assess compliance of budget submitting offices and program executive offices.

g. review annual information technology program objective memorandum submissions to include military intelligence program programs of record and expenditures per program objective memorandum guidance.

h. review annual resourcing of non-program of record Navy information technology aligned to all U.S. Navy mission areas.

i. develop, implement, and monitor Navy information technology governance performance metrics to ensure process improvement, operational effectiveness, and fiscal efficiencies.

j. make decisions on issues referred up from the Semi-Annual Cyber Symposium.

k. seek decisions and recommendations pursued by the board, however consensus is not required and the ultimate decision authority rests with Navy Enterprise Information Governance Board co-chairs.

6. Membership. The Navy Enterprise Information Governance Board will be comprised of principal (required attendance, voting members) and adjunct (optional attendance, non-voting members). Adjunct members will be allowed to fully participate in all meetings. Navy Cyber Security Division Director, Office of the Chief of Naval Operations (OPNAV N2N6G) will document all positions stated by Navy Enterprise Information Governance Board members.

a. Attendance must be comprised of flag officer, general officer, and senior executive service (SES) level principal (required attendance) and adjunct (optional attendance) members.
b. When alternate participation is required, principal members must ensure flag officer, general officer, and SES representation is maintained.

c. Principal members include flag officer, general officer, and SES level representatives from the organizations listed in subparagraphs 6c(1) through 6c(9). Principal members will cast official votes at the Navy Enterprise Information Governance Board and O-7 steering group forums, if required.

(1) CNO N2N6 and OPNAV N2N6G (co-chair);

(2) Deputy Chief of Naval Operations, Integration of Capabilities and Resources (CNO N8) (co-chair);

(3) Office of the Chief of Navy Reserve (CNO N095);

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

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

(6) Deputy Chief of Naval Operations, Warfare Systems (CNO N9);

(7) U.S. Fleet Forces Command;

(8) U.S. Pacific Fleet; and


d. Adjunct members include flag officer, general officer, and SES level representatives from the organizations listed in subparagraphs 6d(1) through 6d(19). Adjunct members will not cast official votes at the Navy Enterprise Information Governance Board or O-7 steering group, however all members will be given opportunity to pose questions, provide objections, or recommend alternative solutions.

(1) Deputy Under Secretary of the Navy (Management);

(2) Deputy Assistant Secretary of the Navy for Command, Control, Communications, Computers, Intelligence, and Space (DASN C4I/Space);

(3) Deputy Assistant Secretary of the Navy for Research Development Test and Evaluation (DASN RDT&E);
(4) Deputy Assistant Secretary of the Navy for Acquisition and Procurement (DASN AP);

(5) Director, Office of Budget;

(6) DON Chief Information Officer;

(7) U.S. Coast Guard;

(8) Deputy Director, Naval Intelligence Activity (OPNAV N2N6I);

(9) Program Executive Office Enterprise Information Systems (PEO EIS);

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

(11) Director, Command, Control, Communications and Computers for U.S. Marine Corps (as DON Deputy CIO (Marine Corps));

(12) Systems Commands

(a) Navy Naval Air Systems Command (NAVAIRSYSCOM);

(b) Naval Sea Systems Command (NAVSEASYSCOM);

(c) Naval Facilities Engineering Command (NAVFACENGCOM);

(d) Naval Supply Systems Command (NAVSUPSYSCOM);

(e) Marine Corps Systems Command (MARCORPSYSCOM); and

(f) Space and Naval Warfare Systems Command (SPAWARSYSCOM).

(13) U.S. Naval Academy as Navy Education Consortium representative;

(14) Commander, Navy Installations Command;

(15) Director, Strategic Systems Programs;

(16) Director, Naval Reactors Program;

(17) Commander, Naval Information Forces; and
7. Roles

a. Navy Enterprise Information Governance Board Co-Chairs

(1) Convene and co-chair Navy Enterprise Information Governance Board meetings.

(2) The Navy Enterprise Information Governance Board co-chairs may add or change adjunct members, or invite non-members to attend specific meetings for the purpose of providing relevant information or expertise to assist in the Navy Enterprise Information Governance Board’s deliberations. Absent consensus, the co-chairs will make the final decision on all matters before the board. The co-chairs may approve and disapprove any matter; or forward cybersecurity matters to the Cybersecurity Executive Committee for decision.

(3) Review fiscal and technical issues, problems, and equities presented during Navy Enterprise Information Governance Board meetings to provide direction, guidance, or recommend specific actions to be accomplished.

(4) Seek consensus on guidance, recommend actions, and provide appropriate direction.

(5) Represent positions of the Navy Enterprise Information Governance Board to the DON Information Enterprise Governance Board, gate reviews (CNO N8), and milestone decisions (Assistant Secretary of Navy, Research Development and Acquisition), and others as needed.

(6) Provide Navy Enterprise Information Governance Board guidance and direction to the planning, programming, budgeting, and execution process.

(7) Collaborate and coordinate with functional area managers, information technology portfolio management, and information technology asset management stakeholders.

(8) Approve Navy Enterprise Information Governance Board meeting minutes.

b. Navy Enterprise Information Governance Board Secretariat. CNO N2N6, Director Navy Cybersecurity, and OPNAV N2N6G will serve as the secretary for the Navy Enterprise Information Governance Board. The secretariat will:

(1) Assemble, prepare, and distribute read-ahead materials prior to the scheduled meetings on matters under consideration by the Navy Enterprise Information Governance Board and O-7 steering group.

(2) Publish time and location for upcoming meetings and advise members accordingly.
(3) Post agendas for meetings within 1 week of scheduled meeting.

(4) Disseminate decisions and actions reached by the Navy Enterprise Information Governance Board or O-7 steering group within 5 days of meeting.

(5) Track Navy Enterprise Information Governance Board and O-7 steering group actions and decisions through resolution. Provide venue for Navy Enterprise Information Governance Board and O-7 steering group to monitor progress on Navy Enterprise Information Governance Board actions and decisions.

(6) Collaborate, coordinate, and exchange information with secretariats of other relevant organizational groups under the guidelines established by the Navy Enterprise Information Governance Board.

(7) Organize and convene the Semi-Annual Cyber Symposium.

c. Board Members

(1) Attend all Navy Enterprise Information Governance Board meetings or designate an appropriate flag officer, general officer, or SES alternate representative.

(2) Identify and nominate agenda items to the Navy Enterprise Information Governance Board and O-7 steering group for review and vetting.

(3) Represent member’s organization, providing feedback on guidance and recommended actions proposed or being considered by the Navy Enterprise Information Governance Board.

(4) Represent the positions and decisions of the Navy Enterprise Information Governance Board to their organizations.

(5) Execute actions and tasks as agreed to by the Navy Enterprise Information Governance Board.

(6) Ensure their organizations participate on appropriate sub-working groups.

(7) Review Navy Enterprise Information Governance Board meeting minutes.

d. O-7 Steering Group. This working group will be comprised of a standing group of O-7 and SES representatives of principal and adjunct member organizations. The O-7 steering group may:

(1) Approve decision requests as determined by the Navy Enterprise Information Governance Board Secretariat. Unanimous primary member consensus is required on decision requests, and unresolved issues will be elevated to the Navy Enterprise Information Governance Board.
Board. The Navy Enterprise Information Governance Board will be informed of all O-7 steering group decisions, in writing, at the subsequent Navy Enterprise Information Governance Board or within 30 calendar days, whichever is sooner.

(2) Develop recommendations for the Navy Enterprise Information Governance Board on Navy information management or information technology plans, policies, and governance approaches.

(3) Review Navy e-information management or information technology issues, programs, initiatives, and systems and recommend information management or information technology topics for Navy Enterprise Information Governance Board consideration.

(4) Review proposed and accepted Navy Enterprise Information Governance Board topics, decisions, and lessons learned, and propose recommendations to ensure Navy value across multiple resource sponsors.

(5) Approve and recommend topics to be considered by the Navy Enterprise Information Governance Board.

e. Coordination and Synchronization Working Group. This working group will be comprised of a standing group of O-6 and GS-15 representatives of principal and adjunct member organizations.

(1) Serve as the lead coordination group for Navy Enterprise Information Governance Board and O-7 steering group.

(2) Prepare or review required read ahead material for each Navy Enterprise Information Governance Board and O-7 steering group meeting.

(3) Provide situational awareness of Navy information technology governance and areas of interest to the leadership of their respective organization.

(4) Provide recommendations to the Navy Enterprise Information Governance Board via the O-7 steering group on the establishment of sub-working groups as necessary to address items and areas of interest.

(5) Develop impact assessments and advise the member organization leadership on proposed guidance and actions recommended by the Navy Enterprise Information Governance Board.

f. Sub-Working Groups. As directed by the Navy Enterprise Information Governance Board co-chairs, sub-working groups must be established temporarily or permanently to facilitate and address specific issues or capabilities (e.g., data center consolidation, application
rationalization, network consolidation, data strategy). Navy Enterprise Information Governance Board sub-working groups must be comprised of selected representatives and subject matter experts from principal and adjunct member organizations.

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

(2) Brief Navy Enterprise Information Governance Board, via the O-7 steering group and coordination synchronization working group, represented by organizations and board members on sub-working group recommendations. Decision requests require coordination synchronization working group briefing prior to submission to the O-7 steering group. The Navy Enterprise Information Governance Board Secretariat may determine whether non-decisional briefs are required to be presented to the coordination synchronization working group prior to O7 steering group presentation.

7. Meeting Procedures

a. The Navy Enterprise Information Governance Board, O-7 steering group, and coordination synchronization working group will meet as needed, but no less than semi-annually (i.e., two Navy Enterprise Information Governance Board cycles per year). A semi-annual Navy Enterprise Information Governance Board cycle consists of a coordination synchronization working group, semi-annual cyber symposium (with an embedded O-7 steering group), and a Navy Enterprise Information Governance Board (as required). The Navy Enterprise Information Governance Board co-chairs may convene a Navy Enterprise Information Governance Board, virtually or in-person, (with, or without the subordinate working groups and meetings), as required, between or during the semi-annual cycles.

b. It is expected that during the first and fourth quarters of the fiscal year, Navy Enterprise Information Governance Board meetings may need to occur more often in order to align, complement, and support fiscal decisions within the Planning, Programing, Budgeting and Execution process, to inform and complement the program budget coordination group. The Navy Enterprise Information Governance Board co-chairs or primary members may request meetings, as necessary.

c. Navy Enterprise Information Governance Board attendance is limited to the flag officer, general officer, and SES primary member plus one support attendee for each organization identified in subparagraph 6c. If special briefers are required, attendance will be coordinated in advance.
d. Semi-annual cyber symposium

(1) To more effectively provide echelon 1 support and coordination with the fleet, the semi-annual cyber symposium will combine the discussion and synchronization aspects of the former Navy Networks Quarterly with the decision making authority of the Navy Enterprise Information Governance Board O-7 steering group.

(2) The semi-annual cyber symposium will consist of information and decision briefs and will be aligned to the CNO N2N6 initiatives.

(3) Semi-annual cyber symposium attendees will include the Navy Enterprise Information Governance Board members or designee, plus additional stakeholders from inside and outside of the Navy, including but not limited to:

(a) Joint Chiefs of Staff Command, Control, Communications and Computers/Cyber (JS J6);

(b) U.S. Pacific Commands;

(c) U.S. Strategic Command;

(d) Commander, Naval Air Forces;

(e) Commander, Navy Reserve Forces Command;

(f) Commander, Naval Meteorology and Oceanography Command;

(g) Commander, Naval Surface Force, U.S. Pacific Fleet;

(h) Commander, Submarine Forces;

(i) Military Sealift Command;

(j) Marine Corps Systems Command;

(k) Commanding General, Marine Corps Forces Cyberspace Command; and

(l) Director, Special Programs Office of the Chief of Naval Operations (N9SP).

(4) Topics requiring decisions will be presented and vetted initially at the coordination synchronization working group 2 weeks prior to the semi-annual cyber symposium.
8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N2N6G will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, http://doni.documentservices.dla.mil