



Selective Service System

National Headquarters | Arlington, Virginia 22209-2461
www.sss.gov

U.S. Selective Service System Data Governance Board

Charter

February 2020

Version 1 – Approved on February 12, 2020

Selective Service System Data Governance Board Charter

Article I – Authority

The Selective Service System (SSS) 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 SSS’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 1 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 SSS data management standards, priorities, policies, and practices. The Board serves as the leader for coordinating and facilitating implementation of Department-wide processes and standards, and for addressing common issues affecting Component data programs and resources.

The Charter is not intended to replace or supersede existing agreements between Board members or program agreements between SSS and non-SSS participants in specific programs. The Board will consult with other internal SSS bodies 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 agency missions, SSS must build a standardized, programmatic approach to manage and share data as well as advance our data communities. Collaboration between agency 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 goal are to:

- Implement goals and actions for the agency and Federal Data Strategies as well as define approaches for achieving these goals;

- Improve SSS practices related to the use, sharing, and management of agency data resources;
- Promote efficient and effective use of the agency’s data assets;
- Support business process reengineering, continuous process improvement, and other proven methods to achieve measurable increases in effectiveness and performance of SSS’s data management programs;
- Support agency priorities, such as those identified in strategic plans, by informing agency 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 SSS strategic plans

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 SSS in coordination with responsible stakeholders and authorities;
- Committing to evaluating re-investment opportunities and recommend investment decisions as an agency;
- Committing 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 critical responsibility of the Board. Therefore, the Board will identify opportunities to share data assets, business support applications, IT infrastructure, and contracts, and eliminate duplication of investments wherever possible.

Article IV – Membership

A. Voting Members: The following agency 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. Statistical Official*
5. Senior Agency Official for Privacy*
6. Chief of Staff
7. Data Management Center Manager

8. Deputy Associate Director of Operations
9. Associate Director, Support Services
10. Public & Intergovernmental Affairs Representative
11. Chief Risk Officer (CRO)
12. Senior Agency Official for Records Management*

- 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.
- C. Subject Matter Experts: The Board may invite agency 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.

Article V – Procedures

- A. Agenda: Based on agency 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 shall distribute to the full Board in advance of each meeting.
- B. Minutes: A Board Member or agency staff member shall be appointed to prepare and distribute minutes after each 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.
- F. Consultation: The Board will consult with other internal SSS bodies 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 SSS 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.

Article VII – Charter Revisions

The Board may review and revise this Charter as necessary to ensure the intended purposes of the Board, and shall be considered adopted with the concurrence of the CDO. The CDO originally proposed this charter in February 2020. The board originally approved this Charter on February 12, 2020.

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)

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)