



Selective Service System

National Headquarters / Arlington, Virginia 22209-2461

Headquarters Order

EFFECTIVE DATE: July 15, 2020

RESPONSIBLE OFFICE: OD

NUMBER: 20-02

SUBJECT: Data Governance Board

1. **PURPOSE**

This Headquarters Order establishes the Data Governance Board (DGB) and appoints members of the Board. The Headquarters Order also moves the Data Integrity Board (DIB) into the DGB, and thus the membership of DGB will fulfill functions of the DIB.

2. **ESTABLISHMENT OF THE BOARD**

- A. The DGB is established within the Selective Service System (SSS) pursuant to the Foundations for Evidence-Based Policymaking Act of 2018. The Foundations for Evidence-Based Policymaking Act of 2018 requires SSS to establish a DGB to address data management standards, priorities, policies, and practices. The DGB serves as the leader for coordinating and facilitating implementation of agency-wide processes and standards to optimize the value of data assets for use in agency missions. The members of the DGB are appointed by the Director in accordance with Office of Management and Budget (OMB) Memorandum M-19-23.
- B. The DIB was established by Headquarters Order 01-03 and Directive 600-16, pursuant to the Computer Matching and Privacy Protection Act of 1988 and OMB Final Guidance Interpreting the Provisions of Public Law 100-503 (54 FR 25821).
- C. In order to reduce redundancy and promote efficient oversight of SSS data assets, this Headquarters Order moves the DIB into the DGB. The DGB will fulfill the oversight and monitoring functions of the DIB.

3. **APPOINTED MEMBERS**

The following individuals are appointed to the DGB:

A. **CHAIRPERSON**

Chief Data Officer*

B. MEMBERS

1. Chief Information Officer*
2. Chief Information Security Officer*
3. Statistical Official*
4. Senior Agency Official for Privacy*
5. Chief of Staff
6. Data Management Center Manager
7. Deputy Associate Director of Operations
8. Associate Director, Support Services
9. Public & Intergovernmental Affairs Representative
10. Chief Risk Officer (CRO)
11. Senior Agency Official for Records Management*
12. Inspector General Liaison*
13. General Counsel

Note: Statutorily-required members of the DGB are noted with an asterisk.

4. OPERATIONS, FUNCTIONS, AND RESPONSIBILITIES

The DGB is governed by the "U.S. Selective Service System Data Governance Board Charter," attached and incorporated by reference herein.

5. SUPERSESSON

This Order supersedes Headquarters Order 01-03, dated March 27, 2001, and rescinds Headquarters Directive 600-16, dated April 25, 2001.



Donald M. Benton
Director

Attachment

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U.S. Selective Service System Data Governance Board Charter July 2020

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 Agency'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*).

Board functions pertaining to oversight of the Agency's computer matching programs are governed by the Computer Matching and Privacy Protection Act of 1988 and OMB Guidelines on the conduct of Matching Programs (54 FR 25821).

Article II – Scope

The Board is the principal internal Agency forum for addressing SSS data management standards, priorities, policies, and practices. The Board serves as the leader for coordinating and facilitating implementation of Agency-wide processes and standards, and for addressing common issues affecting Component data programs and resources. The Board also serves as the SSS Data Integrity Board (DIB).

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

- A. 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.

- B. The Board's goal are to:
 - 1. Implement goals and actions for the agency and Federal Data Strategies as well as define approaches for achieving these goals;
 - 2. Improve SSS practices related to the use, sharing, and management of agency data resources;
 - 3. Promote efficient and effective use of the agency's data assets;
 - 4. 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;
 - 5. 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
 - 6. Coordinate and support data management responsibilities to strengthen SSS strategic plans.

- C. The following operating principles shall guide the Board:
 - 1. Open and honest communications;
 - 2. Dual responsibilities to our operational customers and the enterprise;
 - 3. Active participation in the development, approval, and implementation of data standards and practices for SSS in coordination with responsible stakeholders and authorities;
 - 4. Committing to evaluating re-investment opportunities and recommend investment decisions as an agency;

5. 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
 6. 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.
- D. As the SSS DIB, the Board's responsibilities include, but are not limited to the following:
1. The DIB will be responsible for reviewing matching agreements between the SSS and other agencies. This is the foremost responsibility of the DIB and includes:
 2. Review and approval of all new, or changes to existing, written agreements for receipt of records from other agencies, or disclosure of Agency records for matching programs to ensure compliance with all relevant statutes, regulations, and guidelines; and
 3. Review of all matching programs to determine compliance with applicable laws, regulations, and guidelines.
 4. The DIB may either approve or disapprove any matching agreements with SSS. When a matching agreement is approved or disapproved, the decision and the reasons will be documented. Approved matching agreements will be effective for not more than 18 months but may be renewed for an additional 12 months when the request is filed 3 months prior to the original expiration date.
 5. The DIB will review all SSS matching programs annually. The review will focus on two areas:
 - (a) Determination of whether matching programs have been or are being conducted in accordance with appropriate guidance and under the terms of the matching agreements; and
 - (b) Assessment of the utility of the programs in terms of their costs and benefits. The Board shall not approve any written agreement for a matching program unless the Agency has completed and submitted to the Board a cost-benefit analysis of the proposed program. Selective Service need

not show a favorable cost/benefit to its matching programs to identify 18-year-olds for registration purposes.

6. The DIB will compile an annual report describing the matching activities of the Agency. The report shall be submitted to the Director of SSS and OMB and will be made available to the public on request. The report will include:
 - (a) Matching programs in which the Agency has participated as a source agency or recipient agency;
 - (b) Matching agreements proposed under 5 U.S.C. § 552a(o), added by the Computer Matching and Privacy Protection Act of 1988, that were disapproved by the Board;
 - (c) Changes in membership or structure of the Board in the preceding year;
 - (d) The reasons for any waiver of a requirement in 5 U.S.C. § 552a(u)(4), added by the Computer Matching and Privacy Protection Act of 1988, for completion and submission of a cost-benefit analysis prior to the approval of a matching program; and
 - (e) Violations of matching agreements that have been alleged or identified along with any corrective action taken by the DIB.
7. The Board will serve as a clearinghouse for receiving and providing information on the accuracy, completeness, and reliability of records used in SSS matching programs.
8. The DIB will provide interpretation and guidance to all SSS components and personnel on the requirements of the law for matching programs.
9. The DIB will review Agency record keeping, disposal policies and practices for matching programs to assure compliance with all guidelines governing the proper handling and disposal of records after completion of a SSS match.

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. Members of the Board are the following:

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*
 13. Inspector General Liaison*
 14. General Counsel
- B. Ex-Officio Members: Agency 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 Agency 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, and was amended to incorporate the responsibilities of the DIB on July 15, 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).