

Data Governance Board
US OFFICE OF PERSONNEL MANAGEMENT

**U.S. OFFICE OF PERSONNEL MANAGEMENT
DATA GOVERNANCE BOARD
CHARTER**



Version 5.0

Prepared for:
United States Office of Personnel Management

June 2020

Data Governance Board
US OFFICE OF PERSONNEL MANAGEMENT

Record of Changes

| Change/Version Number | Date of Change | Sections Changed | Description |
|------------------------------|-----------------------|-------------------------|--|
| Version | Date | Author | Rationale |
| 1.0 | 8/13/19 | Alex Porter | Include DG SC feedback from #2 meeting |
| 2.0 | 9/9/19 | Alex Porter | Include DG SC feedback from #3 meeting |
| 3.0 | 9/30/19 | Alex Porter | Finalizing for Phase I delivery |
| 4.0 | 11/22/19 | Ambuj Neupane | Include DG SC feedback from #4 meeting |
| 5.0 | 1/30/2020 | Rachel Royster | Include DG SC Feedback in advance of posting to OPM website and additional review from OPM CDO Council |

Data Governance Board
US OFFICE OF PERSONNEL MANAGEMENT

1. BACKGROUND

The Foundations for Evidence-Based Policymaking Act, (Evidence Act) [Public Law No: 115-435](#) requires agencies to modernize their data management practices and meet data compliance standards. The Evidence Act and accompanying guidance require OPM to create a Data Governance body, chaired by the OPM Chief Data Officer (CDO).

To comply with the Evidence Act and other federal data requirements, OPM has formed the Data Governance Board (OPM DGB or Board), with the intention of leveraging data to support the OPM mission.

2. PURPOSE

The OPM DGB will oversee and support agency implementation of federal laws and data requirements related to data governance with a focus on the requirements in the Evidence Act and supporting guidance.

The OPM DGB will:

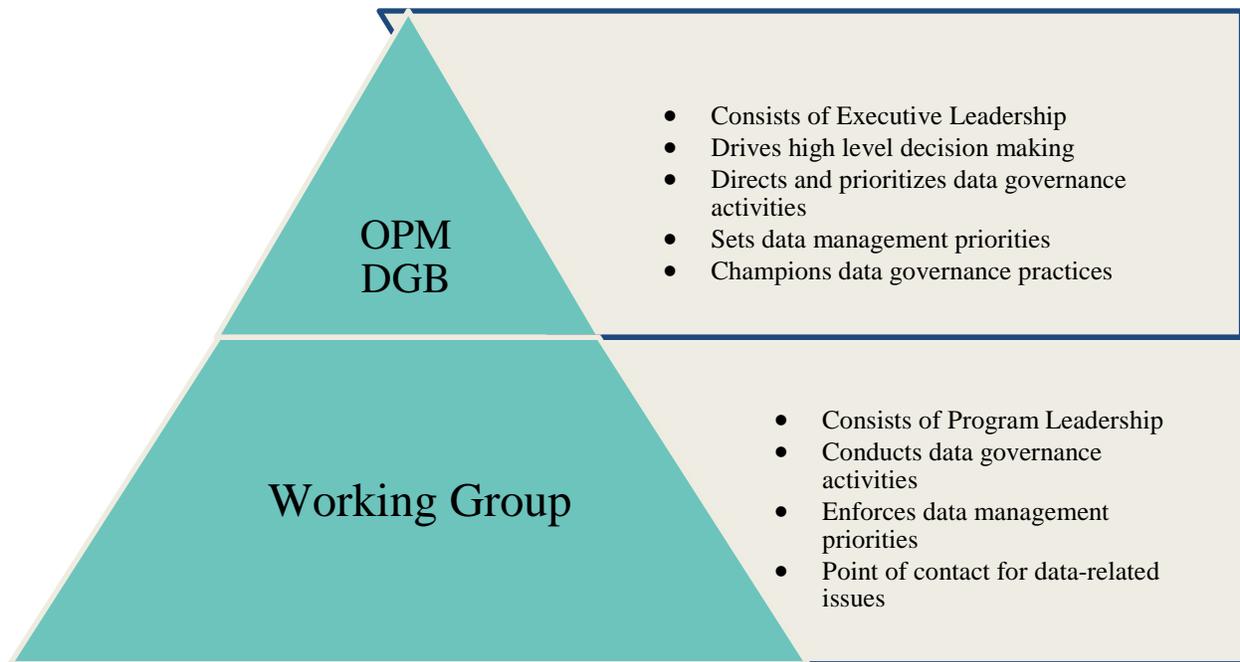
- Support OPM priorities related to data and identify resources to implement these priorities;
- Coordinate and support implementation of data management responsibilities with OPM data-management internal and external stakeholders;
- Set agency data policy in a manner that complements, but does not supplant the authority of established positions; and,
- Coordinate implementation of the [Federal Data Strategy](#) by assessing data maturity, risks and capabilities to recommend related data investment priorities.¹

3. STRUCTURE

OPM will employ a 2-tier approach to set priorities and implement policy and procedures. The DGB will consist of executive leadership to drive key decision making. The Working Group will consist of program leadership that conduct data governance activities throughout OPM and will support policies, processes and implementation of priorities set by the OPM DGB.

¹ Adapted from M-19-23, Phase 1 Implementation of the Foundation for Evidence-Based Policymaking Act of 2018: Learning Agendas, Personnel and Planning Guidance, Appendix C..

Data Governance Board
US OFFICE OF PERSONNEL MANAGEMENT



4. RESPONSIBILITIES

The OPM DGB shall have the following authority and responsibilities:

- a. Set and enforce priorities for managing data as a strategic asset to support OPM’s mission; to include
 - i. Review and approve annual roadmap/milestones for managing data across the OPM enterprise
- b. Establish and oversee OPM data governance processes and procedures;
- c. Coordinate and support data management responsibilities with key internal and external stakeholders to improve data related agency decision making and program outcomes; to include
 - i. Providing quarterly, or more frequently as requested, updates to OD on progress against established milestones
- d. Contribute to and review reports, standards, and action plans required by the Evidence Act and accompanying guidance;
- e. Document agency activities related to data governance; to include
 - i. Identify and track owners of OPM data

Data Governance Board
US OFFICE OF PERSONNEL MANAGEMENT

5. MEMBERSHIP

The OPM DGB shall be chaired by the Chief Data Officer (CDO) and will include the following key senior officials required by the Evidence Act:

| Personnel | Office | Role | Responsibilities |
|-----------------------------|---|-------------------------|--|
| <i>Key Senior Officials</i> | | | |
| Kathleen McGettigan | Office of the Director | CDO | <u>CDO:</u> <ul style="list-style-type: none"> Cultivate enterprise data governance Lifecycle data management Participate in Interagency Councils Chair OPM DGB Coordinate data access and management activities Coordinate the use, protection, dissemination and generation of data to meet OPM needs Optimize data usage Encourage public/open data |
| Kellie Cosgrove Riley | Office of Privacy and Information Management (OPIM) | Deputy CDO ² | <u>Evaluation Officer:</u> <ul style="list-style-type: none"> Drive OPM evaluation and learning agenda activities Participate in Interagency Councils |
| David Nesting | Office of the Chief Information Officer (OCIO) | Deputy CDO | |
| Jon Soileau | Office of the Chief Financial Officer (OCFO) | Evaluation Officer | <u>Evaluation Officer:</u> <ul style="list-style-type: none"> Drive OPM evaluation and learning agenda activities Participate in Interagency Councils |
| Lance Harris | Office of Strategy and Innovation (OSI) | Statistical Official | <u>Statistical Official:</u> <ul style="list-style-type: none"> Advise on statistical policy, techniques and procedures Participate in Interagency Councils |

The General Counsel, or his or her designee, will serve as an advisor to the key senior officials. The OPM DGB will also include members from each of OPM’s main business organizations, including but not limited to the following offices:

- a. Office of the Director
- b. Chief Management Officer
- c. Office of the Chief Financial Officer
- d. Office of the Chief Information Officer
- e. Office of Privacy and Information Management
- f. Office of Procurement Operations
- g. Office of General Counsel
- h. Employee Services
- i. Retirement Services

² Deputy CDO positions are not required by the Evidence Act, they are OPM-identified for purposes of effective implementation

Data Governance Board
US OFFICE OF PERSONNEL MANAGEMENT

- j. Healthcare and Insurance
- k. Human Resources Solutions
- l. Merit System Audit and Compliance Merit system Accountability and Audit
- m. Human Resources Line of Business

The OPM DGB will have an Executive Secretary. The CDO, with the assistance of the Executive Secretary, will be responsible for:

- a. Establishing Board meeting frequency and schedules;
- b. Planning the meetings, including determining the focus of each meeting, preparing the agenda and determining the subject matter experts that will be needed;
- c. Chairing the meetings; and
- d. Maintaining minutes of the meetings, recording decisions, and tracking action items.

6. OPERATING PROCEDURES:

The following guidelines apply to OPM DGB actions:

- a. The OPM DGB will generally meet on a monthly basis;
- b. The Working Group will meet on a cadence aligned to current priorities identified by the OPM DGB;
- c. As needed, the OPM DGB may establish subcommittees or other task teams either within the Working Group or outside of it to assist in carrying out its responsibilities;
- d. 50% of all positions held by principals must be present for a quorum. May be present in person or remotely
- e. In the event that a consensus cannot be reached on a matter brought before the OPM DGB, the Chairperson may elect to: (1) convene a meeting of the DBG and the OPM Director, in which the interested parties present the differing positions for final decision by the Director; or (2) direct the interested parties to prepare a decision memo outlining the differing positions for the OPM Director, who will make the final decision.

The OPM DGB's responsibilities under this charter shall complement the responsibilities of OPM's other agency governance committee and shall not be construed to relieve agency leaders of their primary responsibilities.

Effective Date

This Charter becomes effective upon approval by the Director of the Office of Personnel Management, and supersedes all previous charters for this Board.

Acting Director, Michael Rigas

Date