

**Office of Science (SC) Information Management (IM) Board  
Meeting Summary  
September 26, 2002**

**Agenda**

10:00 - 10:10 Introduction

- Review agenda (Griffin)
- Review action items (Griffin)

10:10 - 10:25 IM Services and Project Reports (Griffin)

10:25 – 11:00 SC HQ FY 03-07 IM Strategic Plan Briefing (Griffin)

11:00 – 11:30 IM Board Reports

- OA Report on IMSC (Talamini)
- Champions' Report on IMSC (Alleva/Stodolsky)
- Customer Information Advisory Group (CIAG) Monthly Report (Dilworth)
- Security Report (Lister)

**Meeting Attendees**

Name		Role	Organization	Contact #	Attendance
Griffin	Ted	Exec. Sec.	SC-65	3-4556	Local
Riches	Mike	Member	SC-70	3-3264	Local
Alleva	John	Attendee	SC-64	3-3512	Local
Baker	Brent	Attendee	SC-65	3-2345	Local
Battison	Charlene	Attendee	OR	865-576-0633	Phone
Buswell	Steve	Member	SC-7	6-9741	Phone
Dilworth	Greg	Member	SC-17	3-2873	Local
Eckstrand	Steve	Attendee	SC-55	3-5446	Local
Farrand	Sue	Attendee	SC-65	3-1884	Local
Flynn	Kelly	Attendee	SC-65	3-3193	Local
Forsythe	Todd	Attendee	SC-65	3-6409	Local
Goodwin	Dave	Attendee	SC-20	3-6474	Local
Hicks	Erskine	Ex Officio Member	OR	865-576-1113	Phone
Lister	Susan	Security Advisor	SC-80		Local
Oyler	Dean	Attendee	SC-22	3-6394	Local
Rice	Pat	Attendee	SC-65	3-4556	Local
Stodolsky	Marvin	Attendee	SC-72	3-4475	Local
Talamini	Karen	Member	SC-14	3-4563	Local
Vann	Larry	Ex Officio Member	CH	630-252-2875	Phone
Yates	John	Member	SC-82	3-8435	Local

**Meeting Summary**

**Review Agenda and Action Items**

Mr. Griffin reviewed the status of action items from the July meeting.

Action	Responsibility	Status
Send ranking packages to representatives from Oak Ridge and Chicago.	Ted Griffin	Complete
Provide ranking exercise input to Ted Griffin by close of business on Wednesday, July 17.	IM Board member	Complete
Send an informational briefing on RIMS to IM	Richard Yockman	Complete

Action	Responsibility	Status
Board members.		
Personally invite non-participating IM Board members to the August meeting.	Bill Valdez	Complete

The next IM Board meeting is planned for Thursday, October 24, in room E-301. An agenda topic for this meeting will be the roles of the various customer groups, including the Customer Information Advisory Group (CIAG) and IM Board.

### **Fiscal Year (FY) IM Services and Project Reports**

Mr. Griffin provided an update to the Services and Project Reports. Everything that should have been done during this fiscal year has been completed.

Performance measures for August were also presented. Performance decreased this month due to annual leave and two call specialists on extended leave; however, performance continues to be well above the prior year. E-mail has been operational (no unscheduled downtime) 100 percent of the time for the nineteenth consecutive month. The annual survey to measure performance measures number 1 and 2 will be distributed within the next few weeks.

### **SC HQ FY 03-07 IM Strategic Plan**

Ted Griffin presented IM members with the SC HQ FY 2003 – 2007 Information Management Strategic Plan. He reviewed background information on how the plan was developed and projects prioritized. The next step in the process is the FY 2003 Operating Plan, which is underway and will be finalized in early October.

Dr. James Decker and Milton Johnson asked for SC-65 recommendations on chargeback items and business process reengineering. Items such as permanently assigned Blackberries and mobile phones are already charged back; SC-65 recommended that hardware/software review and acquisition and flexiplace be added to the list of chargeback items. The Executive Steering Committee did not rank the hardware loaner pool and SC-1 homepage support as high priorities and they are not included in the Strategic Plan; however, SC-65 recommended to the Front Office that these projects be reinstated. SC-65 also recommended that a business champion and business line lead be assigned to each development project and that business process reengineering be built into the front end of project development. SC-65 will follow the model used by the Portfolio Management Environment (PME) project for business process reengineering. Dr. Decker and Mr. Johnson agreed with all these recommendations. Local data backup also did not rank as a high priority service and will be discontinued October 1. Email has been sent to users detailing all of these changes.

The following factors could impact the Strategic and Operating Plans, even after they are completed.

- E-Government (E-Gov). There are 24 projects Governmentwide that make up the E-Gov project and 20 additional related projects are being instigated by the DOE Chief Information Officer (CIO). Funding for these projects could come from the IM budget.

- Possible recommendations from Ed Cumesty, who is leading a team assigned to identify opportunities to re-engineer processes within the Office of Science. He will not have information or requirements to Griffin before October, so planning activities will continue with the caveat that additional requirements or direction may impact the current process.
- Possible interface requirements to DOE-corporate applications being developed, such as the Business Management Information System (BMIS) and the PME project.
- CIO IM consolidation efforts, which could combine IM services for the entire Department and include the CIO taking over all support contracts.

Other discussion points and questions on this topic included the following.

- Requests for reasonable accommodation should be directed to SCSC.
- Ted Griffin will send each AD/OD their costs by Program for FY 2002 that are becoming chargeback items in FY 2003.
- Legacy systems continue to be a concern as they have a great potential for failure. If any additional funds become available, SC65 recommends that it be directed towards replacing or enhancing legacy systems.
- A short-term solution is being developed for handling electronic proposals, an AD/OD priority project in the Strategic Plan. The long-term solution is E-Procurement.

### **IM Board Reports**

Execution Work Management (EWM) 1.1 rolled out in July; however, problems identified by organizational administrators (OAs) during the pilot were not addressed before the rollout. Mr. Griffin believes that business line leaders and champions identified for new projects will eliminate this issue. Regular meetings by OAs should also be reinstated.

The Office of Biological and Environmental Research (OBER) plans to use the Oak Ridge Institute of Science and Education (ORISE) to develop a secure web site to handle electronic proposals. The site would be password-protected. Other SC programs that are interested in this service should contact Marvin Stodolsky for more information. A meeting is planned with OAs to discuss this solution with them as well. For SC-70 and Fusion, the download site would be seamlessly integrated into already-contracted PeerNet services. Such integration would not be obligatory for other Offices' usage of the password protected download site. John Alleva remarked that use of a download site outside the DOE firewalls is simpler for reviewer access to applications.

The security report included information on the following. Questions on these topics should be directed to Susan Lister.

- A new organization (SC-90) is being established for cyber security.

- Over 100 comments of non-concurrence were received for DOE Order 476.x.
- Unclassified systems will now require accreditation.
- Free cyber training is being offered by the CIO.
- The Government Information Security Reform Act (GISRA) report is complete.
- The SC-65 Cyber Security Protection Plan (CSPP) is complete and is excellent.
- The CSPP database is available.
- An SC laptop was recently hacked due to a weak password. Contact SCSC to ensure the latest patches.
- An Inspector General (IG) audit on wireless is forthcoming. SC currently has no wireless policy.

### **Action Items**

- Ted Griffin will send the SC HQ FY03-07 IM Strategic Plan to IM Board members in the field.
- Ted Griffin will send each AD/OD their costs by Program for FY 2002 that are becoming chargeback items in FY 2003.
- Ted Griffin will add a discussion on the roles and responsibilities of the various groups (CIAG and IM Board) to the next IM Board agenda.
- Ted Griffin will bring the request by OAs for reinstatement of regular meetings forward to the appropriate SC-65 staff member.