FEDERAL DATA CENTER CONSOLIDATION TASK FORCE CHARTER

CIO COUNCIL

PURPOSE

The charter establishes the Data Center Consolidation Task Force (Task Force) and consigns that Task Force work in support of the Federal Data Center Consolidation Initiative (FDDCI).

The purpose of the FDCCI is to assist agencies in efforts to optimize and streamline its data center inventory by focusing on centers that are pivotal to delivering taxpayer services, while closing duplicative and ineffective data centers. The FDCCI also seeks to reduce the cost of data center hardware, software, and operations; shift IT investments to more efficient computing platforms; promote the use of Green IT by reducing the overall energy and real estate footprint of government data centers; and increase the IT security posture of the government. The FDCCI promotes shared (multi-tenant), cost-effective, and sustainable Federal data centers in support of agency missions. Additionally, consolidating Federal data centers will also play an important role in meeting the Administration's electronics stewardship goals outlined in Executive Order 13514 (and related statutes) and efforts to dispose of unneeded Federal real estate.

SCOPE

The Federal Data Center Consolidation Task Force serves as the central group for interagency collaboration - guiding, identifying, and disseminating key pieces of information, solutions, and processes that will help agencies achieve the goals set out in the Federal Data Center Consolidation Initiative (FDCCI).

The main focus will be centered on the following key areas:

- IT Software Asset and Utilization
- IT Hardware Assets and Utilization
- IT Facilities and Energy
- Geographic Location and Real Estate

The Data Center Consolidation Task Force will meet its responsibilities by convening regularly to review agency progress and ensure government-wide alignment and coordination between agency efforts. The Task Force will serve as a "community of practice" for Agency CIOs and data center program managers to share best practices from this effort and enhance consolidation effectiveness. The Task Force will also ensure agency consolidation activities are consistent with the strategic focus with agency IT operations, capital planning, and investment control (budget, resource, execution, and technical).

AUTHORIZATION & GOVERNANCE

Establishment of the Task Force supports IT management goals outlined in the E-Government Act of 2002 and the Clinger–Cohen Act of 1996.

The Federal Data Center Consolidation Initiative (FDCCI) is managed by the CIO Council, in coordination with the GSA Project Management Office and OMB. The Executive Sponsor is Bernard Mazer, Chief Information Officer at the Department of Interior, who provides leadership for the Task Force.

ROLES AND RESPONSIBILITIES

MEMBERS

The Task Force will be composed of the following voting members:

- One (1) Federal CIO Chair;
- Twenty-Four (24) Dedicated Agency Data Center Consolidation Project Managers identified by the CIO at the agencies described in section 901(b) of Title 31 of the U.S. Code (Appendix A contains a list of individual members).

Task Force members will serve indefinitely until such individual no longer occupies that position or that particular position ceases to exist.

Task Force Chair's primary responsibilities are:

- Provide strategic and tactical leadership for the framing, coordination, and integration of FDCCI issues for the Task Force;
- Set meeting agendas and areas for strategic discussion;
- Call for and document votes, decisions, and additional meetings as necessary;

Federal Data Center Consolidation Initiative Task Force Members' primary responsibilities are:

- Facilitate communication between their agency and the Task Force and ensure agency participation in developing and implementing FDCCI vision and goals;
- Help with agency awareness and use of tools developed by the Task Force to assist in consolidation activities and documentation;
- Communicate to their agency any defined criteria, formats, templates, data standards, performance metrics, and other relevant information developed by the Task Force to ensure agency consolidation efforts meet expectations prior to being submitted for consideration and review;
- Attend Task Force meetings, contribute to the work of the Task Force, provide agency input, and vote on behalf of their agency;
- Identify policy and implementation issues that could prevent their agency from fully consolidating as per FDCCI goals;
- Communicate and coordinate agency best practices and convey to the Task Force input received from other parties.

OTHER PARTICIPANTS (NON-VOTING)

Ex-officio (non-voting) members may include:

- Representative from the Federal Energy Management Program;
- Representatives from other non-CFO Act agencies;
- Representatives from the CIO Council operations staff and the GSA Project Management Office.

Other non-voting members may be added upon the approval of the Task Force Chair. Additionally, on an as needed basis and in compliance with applicable laws and regulations, the Task Force will draw upon the expertise of IT professionals from the technology industry.

ROLES AND RESPONSIBILITIES - DETAILED

Organization	Responsibilities
CIO Council/Task Force	• Hold meetings on a regular basis, facilitate consensus-building and decision-making among Task Force members, and facilitate communication, coordination, and knowledge sharing between agencies; • Coordinate, communicate, and archive agency best practices; • Identify policy and implementation issues that could negatively impact agencies' abilities to meet their FDCCI goals; • Give feedback, as appropriate, to GSA and OMB on tools, models, policy, and other aspects of the FDDCI. • Maintain a strategic communications and outreach process for engaging both internal and external stakeholders.
General Services Administration	• Collect agencies' consolidation inventories[1]annually; • In coordination with OMB and the Task Force, collect and disseminate data related to the FDCCI closure updates; • Provide ad-hoc and quarterly reports to OMB regarding agencies' reported consolidation updates; • Maintain and update agency data submissions under the FDCCI on Data.gov (http://data.gov); • Develop and manage the data center total cost of ownership model; • Provide agency support including technical assistance on the total cost of ownership model and clarifying inventory reporting requirements; • Conduct analysis of FDCCI inventories, including reviewing agencies' submissions for errors.
OMB	• Provide Federal CIO policy and guidance to the Initiative; • Launch an electronic public dashboard to track consolidation progress; • Promote the use of an electronic government-wide marketplace for data center availability; • Report quarterly to the Senate and House Committees on Appropriations identifying the savings achieved by OMB's government-wide IT reform effort, which includes FDCCI; • Provide executive-level support and oversight of FDCCI.

RULES AND PROCEDURES

This charter establishes rules and procedures for the operation of the Task Force. Federal Data Center Consolidation Initiative Task Force meetings will be held on a regular basis (usually monthly) and will be managed by the Chair. Decisions of the Task Force must be communicated to members in a timely manner.

VOTING

- A vote may be called by the Chair or by any voting member of the Task Force.
- There will be one vote per Task Force member, with no more than one vote per agency.
- Ex-officio members do not have voting privileges.
- A simple majority of votes will be required for approval.

[1] *While GSA collects and maintains quarterly data reports and annual inventories from Task Force members, each individual agency continues to own its data related to data center consolidation.*

- A minimum of fifty-one percent of Task Force voting members must be participating to hold a vote.
- Voting may take place in person, by phone during a conference call, or by email.
- The Chair will first request a general vote of Task Force member in favor, and Task Force members opposed. Only for more controversial or split votes will a roll call be used.

E-Mail Voting Procedure: A vote by e-mail may occur as deemed necessary by a voting member and with approval of the Chair if an urgent issue must be decided before the next scheduled Task Force meeting. Email voting procedures are as follows:

- A vote by email may be requested by either a voting (or nonvoting) member of the Task Force.
- Any issue that the Task Force members could not vote on during the regular Task Force meeting can be sent through email. The specified issue or item to be voted on must have a yes/no response. Votes cast by email will serve as documentation.
- Each vote will be notified to Task Force members and coordinated by the CIO Council Operations staff. Email communications will use the subject "FDCCI Vote Notification."
- Member votes will be due within one (1) week after the initial vote notification, or by an alternate deadline that is approved by Task Force members as necessary. Email responses will be sent to CIO Council Operations Staff at feedback@cio.gov.
- Members may vote to Approve, Disapprove, or Return for Further Action.
- Results of the vote will be communicated by email to all Task Force members one day after close of voting period.

TASK FORCE COMMUNICATION

The Task Force maintains an email distribution list to allow coordination of the Task Force as well as open communication between and among Task Force members. The Task Force also shares a variety of information, including meeting information and documents, agendas, presentations, best practices, and other Task Force materials through the MAX.gov website. Finally, the Task Force uses regular meetings to coordinate actions and engage members in strategic discussions and decision-making.

CHARTER DISPOSITION

Changes/updates to this charter can be proposed to the Chair by any member. The charter will be reviewed by the Task Force as necessary.

Record of Changes:
January 20, 2011, version 1.0 - drafted by Zachary Baldwin
April 17, 2011, version 1.1 - incorporated modifications from DCCTF
May 25, 2011, version 1.2 - added appendix of current members
August 27, 2013 version 2.0 - incorporated edits post GAO report

X_____ 24 Sept 2013

Executive Sponsor **Date**
Bernard Mazer
DOI Chief Information Officer

APPENDIX A – AGENCY MEMBERS

Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health and Human Services
Department of Homeland Security
Department of Housing and Urban Development
Department of the Interior
Department of Justice
Department of Labor
Department of State
Department of Transportation
Department of the Treasury
Department of Veterans Affairs
Environmental Protection Agency
General Services Administration
National Aeronautics and Space Administration
National Science Foundation
Nuclear Regulatory Commission
Office of Personnel Management
Small Business Administration
Social Security Administration
U.S. Agency for International Development