Description of document:	Peace Corps Agendas and Meeting Minutes of the Technology Advisory Board 2018-2020
Requested date:	07-April-2021
Release date:	15-September-2021
Posted date:	11-April-2022
Source of document:	FOIA Request Peace Corps 1275 First Street NE Washington, DC 20526 FOIA@peacecorps.gov Preferred FOIA submission addresses during COVID-19 pandemic: Email: FOIA@peacecorps.gov Online FOIA Submission Portal (PAL)

September 15, 2021

RE: FOIA/PA Request No. 21-0045

This is in response to your Freedom of Information Act (FOIA) request, which you submitted by mail to the Peace Corps. Due to our full-time telework status as a result of the Corona Virus Disease 2019 (COVID-19) pandemic, our office did not receive your mailed letter directly; we were notified of it and received an electronic copy of your request on April 7, 2021, and assigned it case number 21-0045. I contacted you directly by email regarding this delay. You requested a copy of the agendas and meeting minutes from the four most recent meetings of the Technology Advisory Board (TAB).

A search of the Office of the Chief Information Officer (OCIO) located 18 pages (six documents) as responsive to your request. I have withheld portions of information pursuant to 5 U.S.C. § 552 (b)(5). FOIA exemption (b)(5) protects privileged communications within or between agencies, including those protected by the Deliberative Process Privilege when the information is deliberative and pre-decisional (provided the records were created less than 25 years before the date on which they were requested). Inasmuch as this constitutes a full grant of your request, I am closing this case in our Office. There are no fees associated with this response.

If you are not satisfied with this response, you may contact me as the Peace Corps FOIA Public Liaison to discuss it at vburke@peacecorps.gov. Please do not hesitate to communicate if there are any issues or concerns with the records we have provided you. Additionally, you may contact the Office of Government Information Services (OGIS) at the National

Archives and Records Administration to inquire about the FOIA mediation services they offer if you are unable to resolve any initial disputes with this office. We recommend communicating by email. The contact information for OGIS is as follows:

> Email: ogis@nara.gov
> Mail: Office of Government Information Services
> National Archives and Records Administration
> 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001

You also have the right to submit an administrative appeal to the appellate authority within 90 business days of receipt of this letter. Please address the appeal to Francisco Reinoso, Associate Director – Management, Peace Corps, 1275 First Street NE, Washington, DC 20526. Please submit any appeal by email to foia@peacecorps.gov during the COVID-19. The FOIA Office is not available to receive faxes or postal mail during the Peace Corps' Continuity of Operations status in response to COVID-19. Your appeal must include the FOIA request number in the body of your message, and a statement explaining the reason for your appeal. Clearly mark "FOIA Appeal" on the email subject line, along with the assigned FOIA case number.

If you have questions regarding this response, please contact Toyinka Taylor, FOIA/PA Specialist, at foia@peacecorps.gov.

Sincerely,

Virginia E. Burke
FOIA/PA Officer

Enclosures

TAB Agenda

December 6, 2018

Introduction to the Day and Opening Remarks

- Review the agenda
- How does MS O365 get factored into future funding
- Projects aren't coming out of any particular department, for example not all coming from CIO
  - Come from steering committees representing all major offices
  - Through these we field command
- Volunteer Lifecycle Steering committee - looks at all technology that impacts volunteer lifecycle
- (b)(5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ some of this can start earlier
- Summary of financials that have previously been approved – this group makes decisions about business priorities – can approve more than the $5.5 but this groups expresses it's priorities
- Only asked to vote on FICAM (PIV International) ought to be brought back on the list of funding

Cybersecurity Update and FICAM Project Request

- (b)(5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
- A few years back was the biggest breach was OPM breach
- Social engineering – (b) (5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
- (b)(5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
- (b)(5) ▓▓▓▓▓▓▓▓▓ moving forward these presentations will mention compliance but now will give actual problems that can come out of this
- Configuration mgmt. – ability to patch our services
- (b)(5) ▓▓▓▓▓▓▓▓▓▓▓▓
  - (b) (5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓
  - We are moving to the cloud, data center will be Financial Systems and VIDA will be backed up in the cloud, PC MEDICS is not currently but will in the Fall. We've only done backups of financial and emails
  - Progress is being made towards it but are currently in between
- (b)(5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓
- (b)(5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
- (b)(5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
- Federal Identity Credential and Access Management (FICAM) – PIV Card Rollout
  - (b)(6), (b)(5) ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
    - Scope down those with elevated accounts
    - (b) (5) ▓▓▓▓▓▓▓▓
    - (b)(5) ▓▓▓▓▓▓▓▓
  - (b) (5) ▓▓▓▓▓▓▓▓▓▓

- o (b) (5)
- o (b)(5)

- o (b)(5)

- Vote: All, No opposing

IT Investments: Project Updates and Next Steps

- DOVE 3.0 is approved – project team is on track for where they said they would be
  - o (b)(5)

Launch of New VIDA

- There is a backlog of functionality that isn't included in New VIDA
  - o The VIDA team is looking at the backlog and identifying what are the (b)(5) that need to be addressed
- We are closing out the project itself and transitioning to backlog
- We are in the beginning planning place, VIDA will move into O&M – largest launch we've done in 10-15 years
  - o Who's going to be working on these items and when does that work start?
- (b)(5)

- Two year project that was pushed to one year, VIDA team was dedicated, worked well together, the people who worked on this have done an amazing time
- Anyone who wants to see new VIDA can reach out
- When these programs are run by you all, not IT, it works smoother

Technology Advisory Board (TAB)

Fiscal Year 2019 Quarter 3
(FY19 Q3)

June 6, 2019

Agenda

9:00 am – 9:10 am	Introduction to the Day
9:10 am – 9:45 am	CIO Opening Remarks
9:45 am – 10:00 am	IT Budget Overview
10:00 am – 10:20 am	Program Updates
10:20 am – 10:50 am	FY2020 Priorities and New Requests
10:50 am – 11:00 am	Closing Remarks

TAB Advisory Board
FY 2020 Q3 Meeting

June 11, 2020

Agenda

INTRODUCTION (15 min)

- TAB Overview

- Year in Review

- IT Spend Analysis

AGENCY MODERNIZATION PROGRAM (30 min)

- Program Purpose

- Strategies for Success

- Proposed Projects/Line Items

DECISIONS/VOTING (15 min)

- Affirm Overall Investment Program

- Identify Areas of Concern or Follow-up

Peace
Corps
Office of the
Chief Information Officer

TAB Meeting

Thursday, June 11, 2020
10:30am
ZOOM

Voting Members in Attendance: Scott Knell (CIO); Jody Olsen (Director); Richard Swarttz (CFO); Patrick Young (Associate Director, Office of Global Operations); Matt McKinney (Deputy Chief of Staff); Carl Sosebee (Senior Advisor to the Director); Marie Murphy (Chief Information Security Officer)

Voting Members not in Attendance: Michelle Brooks (Chief of Staff)

Others in Attendance: Andrew Pierce (Deputy CFO); Eric Griffin (Director of Service Strategy & Governance, OCIO); Justine Gontis (Senior Advisor to the CIO); Allison Blotzer (Director of Budget and Analysis, OCFO); Brad Eggers (Director of Infrastructure Services, OCIO); Lara Bair (Director of Business Services, OCIO); Bob Braganza (Chief Administrative Officer, OCIO); Greg Walters (Associate General Counsel); Traci DiMartini (Chief Human Capital Officer); Tim Noelker (General Counsel); Ellie Haga (Special Assistant to CIO)

Introduction

Eric began by giving an overview of TAB including its charter and membership. He went on to share that there hasn't been a TAB meeting in about a year, but the TAB Working group has been reinstated and has accomplished a lot in the past 6 months.

Eric then gave some background on IT spending within Peace Corps. Total IT spending in CIO has been rising over the past few years while overall budget has remained steady. O&M (Operations & Management) costs far outweigh DME (Developing, Modernizing, Enhancing) costs as compared to other organizations. Foundational DME investment has not been sufficient to drive down future costs. Organizations in transition—correcting, rebuilding, growing--usually put DME spending around 30-40% of budget. Scott added that with these IT investments, the agency's DME spending would fall within this range.

Director Olsen emphasized that an investment in core infrastructure is critical for the foundation of the organization.

Investment Strategy

Scott presented the proposed upgrades and enhancements to agency capabilities across all IT program areas including Volunteer Lifecycle, Business Operations, Workplace Services, Core Infrastructure, and Cybersecurity. He noted that that investment in foundational programs such as Infrastructure and Cybersecurity would be greater than those in the Volunteer Lifecycle program but would, once in place, enable the acceleration of future Volunteer Lifecycle digital capabilities.

Richard shared his support of the investment and noted that the high carryover is a unique opportunity to take on the infrastructure modernization.

Andrew emphasized that this provides an opportunity to spend time and money now on infrastructure that can help us dial back costs moving forward.

Andrew and Scott clarified that the TAB itself would not necessarily be asked to weigh in on individual project/line item decisions so long as they were on in line with the approved overall program and investment approval. Individual project decision-making and approval will occur through the current CIO Leadership Council (CLC) process and the TAB Working Group.

Discussion/Decisions

Scott noted that moving forward, he recommends the TAB meet more frequently to stay apprised of the progress with the investment process while continuing to actively engage the TAB working group.

Eric then put two key questions to the TAB:

1. Does the TAB affirm the overall investment strategy and general approach?
2. Are there particular projects (line items) that are concerning or require additional information prior to approval?

Outcomes

The TAB affirmed the agency modernization program strategy. No objections were raised to any projects proposed. (b)(5)

Patrick suggested, however, that input be sought from the Regions as part of the laptop-for-desktop replacement project. The TAB also affirmed the suggestion to meet more frequently to participate iteratively in overall program governance as project estimates and business justification becomes more specific over time. The next meeting will be held this summer on a date TBA. In the meantime the TAB Working Group will continue to flesh out investment planning details.

Action Items

1. OCIO to confer with Regions on the Laptop replacement project
2. OCIO to develop requirements and cost estimate for Mobile App development project

Technology Advisory Board
October 2020

Agenda

- CIO Updates
- Purpose of TAB, TAB Working Group
- A look at agency-wide IT spend
- TAB Decisions
- Next Steps

Peace Corps

CIO Updates

- All users moved over to Global Protect and Direct Access is now offline

- All users upgraded to Windows 10

- New service desk managed service contract awarded, including 24/7 support

- OIG Network move to USPS continues and nearing completion

Purpose of TAB and Working Group

- [TAB charter](#)

    ARTICLE V

    SUBCOMMITTEES AND OTHER GROUPS

    (a) Establishment: The TAB may establish subcommittees, working groups and sub-groups, and may also authorize individuals or agency offices to perform such duties as may be designated by the TAB. Such groups or individuals may be used by the TAB to assist it with matters under TAB consideration.

    (b) Delegation: The TAB may delegate to such groups or individuals as much of the authority of the TAB as it determines to be appropriate. The TAB is responsible for oversight of groups or individuals to whom it delegates authority.

- [Proposed TAB Working Group charter](#)

A look at agency-wide IT spend

- [Program areas, capabilities, and other key terms](#)

- [Agency-wide IT Portfolio](#)

TAB Decisions – Time to Vote!

- Approve TAB WG Charter

  - Approved

  - Approved, with edits

  - Not approved

- Approve FY21 O&M costs

  - Approved, without exception

  - Approved, with exceptions

  - Not approved

- Approve FY21 investments

  - Approved, as allocated by TAB WG, with caveat that no project will commence without assurance that overall IT portfolio will not grow in out-years

  - Approved, with different proposed allocation and/or with exceptions

  - Not approved

Next Steps

- Next TAB meeting – proposed January 2021

    - Review progress on existing projects & investments

    - Review past and future trends

    - Consider TAB membership modification

Questions

HEALTH

Thank you!!

TAB Meeting

Thursday, October 29, 2020
2:00pm via ZOOM

Voting Members in Attendance

-Jody Olsen (Director)
-Carl Sosebee (Senior Advisor to the Director)
-Richard Swarttz (Chief Financial Officer)
-Scott Knell (Chief Information Officer)

-Michael Terry (Deputy Chief Information Officer)
-Marie Murphy (Chief Information Security Officer)

-Matthew McKinney (Deputy Chief of Staff; voting authority delegated by Michelle Brooks)
-Meredith Giordano (Deputy Director, Office of Global Operations; voting authority delegated by Patrick Young)

Other Attendees

-Andrew Pierce (Deputy Chief Financial Officer)
-Eric Griffin (Director of Service Strategy and Governance)
-Ellie Haga (Special Assistant to the Chief Information Officer)

Meeting Notes

PowerPoint presentation available here

CIO Updates

Scott began by giving several CIO updates that included:

- the rollout of Global Protect to all users
- the upgrade of all users to Windows 10
- Service desk awarding a managed service contract which will include 24/7 support
- OIG network move to USPS is continuing and near completion

Introduction

Following the updates, Scott reviewed the agenda including the purpose to have members vote on three items to include

1. TAB Working Group Charter
2. FY21 O&M costs without exception
3. FY21 Investments approved as allocated by TAB WG with caveat that no project will commence without assurance that overall IT portfolio will not grow in out-years

Working Group Charter

Andrew began by reviewing the proposed Working Group Charter, highlighting the voting members of the Working Group which includes two votes from OCFO and two votes from OCIO. He explained the reasoning behind not having a "tie-breaker" vote being that the goal within the working group is to have unanimous approval and if this is not achieved, further discussions should take place. He went out to outline the deliverables. He finished by discussing the Working Group's budget authority which, once the TAB approves the overall FY agency IT spend, the Working Group will have the authority to spend within a 15% threshold in Program Areas or Capabilities. The WG also would have the authority to reallocate funds from one capability or program area to another as long as it does not exceed the 15% threshold and does not include staffing costs. Furthermore, the WG has the authority to determine the staffing strategy needed to fulfill projects.

Program Areas and Capabilities

Eric went on to review the Program Areas and Capabilities. There are 6 major program areas in which all agency-wide IT functions are divided. Each also aligns with OCIO's current organizational framework. The capabilities are the specific projects or functions within the program areas.

Agency IT Spend and Voting

Andrew went on to present the agency-wide IT spend portfolio.

Once the document was reviewed there was a call for voting.

1. The members of the TAB unanimously approved the proposed TAB Working Group Charter
2. The members of the TAB unanimously approved the FY21 O&M costs without exception
3. The members of the TAB unanimously approved the FY21 investments as allocated by the TAB WG with the caveat that no project will commence without assurance that the overall IT portfolio will not grow in out-years

Next Steps

The TAB will plan to meet again in January when the Working Group will present on progress. Scott encouraged members to consider if there is additional representation on the TAB moving forward which can be discussed at the next meeting.