AMES LABORATORY
United States Department of Energy

CHARTER

Ames Laboratory
Information Technology Advisory Group (iTAG)

I. PREAMBLE

This charter defines the structure and function of the Information Technology Advisory Group (iTAG). The iTAG shall report to the Executive Council and shall advise the Information Systems office on policies, procedures, and planning related to network and cyber systems used by research and support staff of the Laboratory.

II. CREATION OF THE COMMITTEE

The Ames Laboratory Director is establishing the iTAG to act in an advisory capacity. The iTAG will ensure that network and cyber system requirements of the Department of Energy (DOE), Iowa State University (ISU), and National Institutes of Standards and Technology (NIST) are addressed, and that plans for increases of IT resources are reviewed to assure rational growth and coordinated expansion.

III. PURPOSE OF THE COMMITTEE

The iTAG is a standing committee established to assist in addressing cyber resource, network, and security issues. The committee will focus on keeping the Ames Laboratory at the forefront of computational capabilities whether using local resources or identifying partnership opportunities to leverage resources. The committee is charged with reporting to the Executive Council and advising the Information Systems Office regarding cyber policies, procedures, and planning.

IV. SCOPE OF RESPONSIBILITIES

The iTAG shall:

A. Provide Ames Laboratory with a competent technical resource for identifying, recommending, and communicating cyber resource, network, and security issues and a forum for resolution of issues.

B. Provide regular communication of activities to the Executive Council as an essential committee activity.

C. Advise the Information Systems Office and the Executive Council on cyber issues.

D. Provide recommendations and/or review proposed updates to the Cyber Security Program Plan (CSPP).

E. Review new cyber security initiatives and programs and make recommendations for any plan of action.

V. COMMITTEE AUTHORITY

The iTAG shall advise the Information Systems Office and the Executive Council on cyber resource, network and security policies and procedures.

VI. COMMITTEE COMPOSITION

The iTAG shall include twelve members including the Chair. The Chair of the committee will be a member of the scientific staff. In addition to the chair, the committee shall include: one member of the directors' offices at the assistant director level or higher, three representatives from program areas in the

Science and Technology Division, preferably one member from Applied Mathematics and Computational Sciences (AMCS) Program and, one theorist and one experimentalist from outside the AMCS program; the cluster center manager; three members from the Information Systems group; one member from the administrative and technical support functions; one member from the ISU CIO staff (to be named by the ISU CIO); and, if available, one member from the ESNet office located at Ames Laboratory. All members are appointed by the Ames Laboratory Director/Deputy Director or ISU CIO.

Member Sign-off:

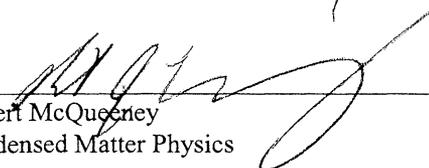Gordon Miller, Chair
Materials Chemistry and Biomolecular Materials

Troy Benjegerdes
Applied Mathematics and Computational Science

Robert McQueeney
Condensed Matter Physics
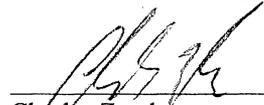
Diane Den Adel, Manager
Information Systems
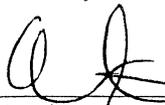
Doug Stephens
Information Systems

James Davis,
ISU Representative

Cynthia Jenks
Assistant Director for Planning

Thomas Koschny
Condensed Matter Physics

Charles Zaruba
Cluster Center Manager

Chris Strasburg, CPPM
Information Systems
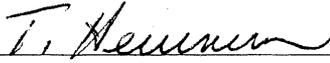
Terry Herrman,
Support Division Representative
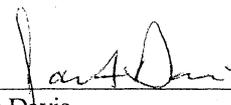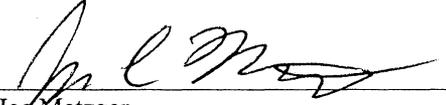
Joe Metzger
Energy Sciences Network

Approval Sign-off:

Dr. Alexander King, Director Ames Laboratory

Information Technology Advisory Committee (iTag)
Membership
July 2008

Gordon Miller	Chair – scientific staff member	gmiller@iastate.edu	4-6063
Cynthia Jenks	Executive Office Representative	cjenks@iastate.edu	4-8486

Scientific Staff

Troy Benjegerdes	SCL / Computational	troy@scl.ameslab.gov	4-1943
Thomas Koschny	Theorist	koschny@ameslab.gov	4-4378
Robert McQueeney	Experimental	mcqueeney@ameslab.gov	4-3545
Charles Zaruba	Cluster Center Manager	cfzaruba@ameslab.gov	4-9648

Information Systems Staff

Diane Den Adel	Manager	ddenadel@ameslab.gov	4-1061
Chris Strasburg	CPPM	cstras@ameslab.gov	4-7955
Doug Stephens	Network staff member	stephens@ameslab.gov	4-6102
Terry Herrman	Support Staff representative	herrman@ameslab.gov	4-7896
Jim Davis	ISU representative (assigned by Jim Davis, ISU CIO)	davis@iastate.edu	4-0323
Joe Metzger	ESNet representative	metzger@scl.ameslab.gov	4-1939
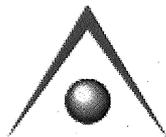
MEMORANDUM

To: Dr. Gordon Miller
             321 Spedding

From: Alexander H. King

Subject: Formation of Information Technology Advisory Group (iTAG)

Date: July 28, 2008

Planning for our future computational, network and cyber resources, and balancing our cyber security requirements with the need for collaborative processes are two very important functions within the Ames Laboratory. A recent study of the information technology processes within the Laboratory determined that these functions would be enhanced by the creation of an information technology advisory committee that could serve as a sounding board for computational infrastructure improvements, cyber security changes and other related issues, and advise both the Executive Council and the Information Systems Office on future directions that the Laboratory may pursue.

I have decided to accept the review committee's recommendation to establish such a committee, and I invite you to be the chairperson of the group. The name of the committee is the **Information Technology Advisory Group (iTAG)**. The committee will be composed of one member from the directors' office, five members from the science groups, four from support groups and two from outside the Laboratory. This is a very important group and it will have a big impact on the future of computing and communication at the Laboratory. It is my request that you serve as the chair of this committee, and help to shape the future of computing at the Laboratory. Please respond directly to me at your earliest convenience. Thank you for considering this important position.