

**Department of  
Veterans Affairs**

# Memorandum

Date: JUL 01 2011

From: Assistant Secretary for Information and Technology (005)

Subj: VA Technical Reference Model (TRM) Compliance Enforcement and  
Announcement of OIT Architecture and Engineering Review Board (AERB)  
VAIQ#7110943

To: See list below

1. I am directing all OIT staff and contractors to use the VA TRM website listed below to ensure all technology programs and projects comply with the single TRM. After September 30, 2011, any technology in use in VA's production operating environment that is non-compliant with the TRM or does not have a valid waiver will be removed from the production operating environment.
2. The official VA TRM website is <http://trm.oit.va.gov/>. A previous Memorandum dated January 11, 2010, was issued directing all OIT staff and contractors to use this site to ensure all technology programs and projects comply with the single VA TRM.
3. The TRM includes the Standards Profile and Product List. The TRM website provides directions for use as well as the process for submitting new standards and technologies to be evaluated and included in future releases of the TRM. Users can search for technical standards and technologies, review forecasts and access release histories. This site has undergone many significant changes during the past year and continues to evolve into a useful tool for all of OIT.
4. Effective September 30, 2011, the VA TRM will include all known technologies and standards in existence within VA's production operating environment populated from the existing hardware and software inventory gathered by the Office of Information Security (IS). The OIT TRM stakeholders, namely Service Delivery and Engineering (SDE), IS, and Product Development (PD), shall assign the subject matter expert resources necessary to evaluate and perform group concurrence on all the technologies and standards in the inventory prior to September 30, 2011.
5. Your adherence to the TRM is essential to providing appropriate Information Security and Information Assurance within VA. Architecture, Strategy and Design (ASD) and specifically the Technical Reference Model and Technical Assessments (TRM/TA) group, has overall responsibility for the TRM and will maintain configuration control. TRM/TA will be responsible for the TRM process while SDE, IS, and PD will be responsible for providing the TRM content and ensuring its quality.

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6. I am further directing ASD to establish and chair the OIT Architecture and Engineering Review Board (AERB). This AERB will be chaired by the Deputy, Chief Information Officer, Architecture, Strategy and Design or designated SES/SL and will have full representation from SDE, IS, and PD. The AERB will, among other things, have the responsibility for granting and tracking waivers to projects and programs the use of; and time period of usage of technologies not contained in or approved by the TRM. The AERB will be established by July 15, 2011 and will produce a charter by July 31, 2011. The charter will contain information on, but not limited to, specifying the authority that field CIO's will have in the approval process, provide for a tiered response timeframe to requests (starting with 5 days for the simple approvals and adding days for categories for more complex requests), and developing SLA's to establish the above timeframes.

7. If you have any questions regarding the TRM, please contact Tom Dymond, TRM Manager, via email at [thomas.dymond@va.gov](mailto:thomas.dymond@va.gov) or by phone at 202-461-4350. If you have questions regarding the AERB, please contact Doris Stevenson-Burton, IT Specialist via email at [doris.stevenson-burton@va.gov](mailto:doris.stevenson-burton@va.gov) or by phone at 202-461-4339. If you have questions regarding the removal of technologies from the production operating environment, please contact John Killian, Director, VA-NSOC via email at [john.killian@va.gov](mailto:john.killian@va.gov) or by phone at 202-280-8410.



Roger W. Baker

Addresses:

Deputy Assistant Secretary for IT Resource Management (005F)  
Deputy Assistant Secretary for Information Security (005R)  
Deputy CIO for Architecture, Strategy, and Design (005E)  
Deputy CIO for Product Development (005Q)  
Deputy CIO for Service Delivery and Engineering (005OP)  
Executive Director for Quality, Performance and Oversight (005X)