Federal Aviation
Administration

AIR TRAFFIC ORGANIZATION

ATO-T TERMINAL AUTOMATION GROUP

CONFIGURATION CONTROL BOARD

CHARTER

In SUPPORT of

LIFE-CYCLE MANAGEMENT

of the

NATIONAL AIRSPACE SYSTEM

June 22, 2007

Submitted by _____
Director, Terminal Program Operations

Approved by _____ 6/22/07
NAS CCB Co-Chairperson

Approved by _____ 6/22/07
NAS CCB Co-Chairperson

CCB Signature Page

Acting Director, Terminal Program Operations – AJT-1 (Malcolm Andrews) — 3/13/07 Date

Director, Terminal Safety and Operations Support – AJT-2 (Raul Trevino) — 4/3/07 Date

Director, Terminal Planning – AJT-3 (Deborah Johnson) — 3/13/07 Date

Acting Director, Western Area Terminal Operations – AJT (Teri Bristol) — 3/12/07 Date

Director, Central Area Terminal Operations – AJT (Nancy B. Kort) — 2-28-07 Date

Director, Eastern Area Terminal Operations – AJT (John Mc Cartney) — 2/1/07 Date

Director, Safety Management System/Safety Risk Management – AJS (Huan Nguyen) — 2/27/07 Date

Director, FAA Logistics Center – AML-1 (Steven Bernett) — FEB 6 2007 Date

Director, Technical Operations ATC Facilities – AJW (Mary Golia) — 3/9/07 Date

Manager, Western Service Center – AJO2-W (Mark Reeves) — 3-8-07 Date

Manager, Central Service Center – AJO2-C (Gus Nezer) — 2/9/07 Date

Manager, Eastern Service Center – AJO2-E (Felix Enriquez) — 3/13/07 Date

Manager, Terminal Automation – AJT (James Linney) — 1/17/07 Date

Manager, Program Management & Integration – AJT (Michael Bateman) — 1/18/2007 Date

Manager, Terminal Field Operations Support (TFOS) – AJT (Michael Prichard) — 2/6/07 Date

Manager, NAS Requirements – AJP (John Horrocks) — 2/1/07 Date

Scott P. Simcox
Department of Defense (DoD) Liaison – (Lt. Col. Scott Simcox)

March 12, 2007
Date

Revision History

Date	Revision	Change Description
6/22/07	-	Initial baseline

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Appendix List

Air Traffic Organization
ATO-T Terminal Automation Group
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National Airspace System (NAS)

1. INTRODUCTION

1.1 Purpose

This charter establishes the Air Traffic Organization's, Terminal Services (ATO-T) Terminal Automation Group, Configuration Control Board (CCB) and assigns responsibility for establishing baselines and controlling changes to these baselines for the Configuration Items (CIs) within the Terminal Automation Group domain as identified in Appendix A of this document. The Terminal Automation Group CCB will operate in an integrated and disciplined manner to provide a structured and streamlined control process for managing the assigned products and services within the terminal domain throughout their intended life cycle. Life cycle configuration management through the CCB ensures that all changes are visible, that any potential safety, security, and operational impacts to the NAS are properly addressed, and provides consistency with technical and programmatic direction across all products and services. Approval of this CCB charter empowers the Terminal Automation Group CCB to disposition all changes to these CIs in accordance with FAA Order 1800.66, Configuration Management Policy, and all applicable notices that supplement the processes contained in Order 1800.66. Organizations that control CIs external to Terminal Automation Group CCB, yet which impact Terminal Automation Group CCB CIs, will coordinate their Configuration Management (CM) activities with the Terminal Automation Group CM organization. This includes coordination of all user interface requirements and unique computer human interface (CHI) characteristics that impact Automation Group CIs. A companion document, the ATO-T Terminal Automation Group Group CCB Operating Procedures will be developed to define the processes and procedures used to execute the responsibilities assigned in this Charter and will be approved by the ATO-T Terminal Automation Group CCB once established.

1.2 Authority

The ATO-T Terminal Automation Group CCB is authorized by the National Airspace System (NAS) CCB in accordance with FAA Order 1800.66. The ATO-T Terminal Automation Group CCB shall add newly assigned CIs to the CCB charter as designated by the NAS CCB and remove those CIs that are no longer in service within the NAS. This authority does not extend to the creation of lower level, subordinate CCBs, which is reserved only to the NAS CCB. Interface control documents (ICDs) involving ATO-T Terminal Automation Group CIs shall be adjudicated by the ATO-T Terminal Automation Group CCB only if baselined IRDs exist. Interface requirements documents (IRDs) and exchange of data elements shall be submitted to the NAS CCB for adjudication. Additionally, the ATO-T Terminal Automation Group CCB chairperson(s) have the authority to delegate specific configuration control authority to other members within the CCB. This delegated authority will be documented in the ATO-T Terminal Automation Group CCB Operating Procedures.

This charter can only be changed upon the recommendation of the ATO-T Terminal Automation Group CCB and approved by the NAS CCB.

2. ATO-T TERMINAL AUTOMATION GROUP CCB RESPONSIBILITIES

The responsibilities of the ATO-T Terminal Automation Group CCB are:

a) Performing CCB functions as established in this charter in accordance with FAA Order 1800.66 and all applicable notices that supplement the processes contained in Order 1800.66;

b) Submitting proposed changes to this Charter to the NAS CCB, and subsequently implementing the approved changes;

c) Maintaining and approving proposed changes to the ATO-T Terminal Automation Group CM Plan and CCB Operating Procedures;

d) Identifying ATO-T Terminal Automation Group configuration item baseline documentation, as well as documents that comprise each of the domain's subordinate baselines;

e) Developing plans and policies for the configuration management and evolution of the Domain system architecture throughout the life cycle of the system, and ensuring alignment with the NAS Enterprise Architecture;

f) Ensuring that the specifications under the jurisdiction of the ATO-T Terminal Automation Group CCB are developed in accordance with FAA-STD –005 and approved in accordance with FAA Order 1800.66 and all applicable notices and supplements;

g) Ensuring that the change proposals beyond the approval authority of the ATO-T Terminal Automation Group CCB are elevated to the NAS CCB for review and approval;

h) Ensuring adherence to configuration control procedures in processing changes to the ATO-T Terminal Automation Group configuration item data and baselines;

i) Ensuring proposed changes are reviewed in accordance with approved processes and procedures, including those implementing Safety Management System (SMS) change-processing requirements.

j) Coordinating interfaces between responsible organizations prior to presentation to the CCB;

k) Reviewing, adjudicating, transferring or elevating changes presented to the CCB;

l) Documenting and tracking CCB actions and decisions in accordance with the processes and procedures as defined in the CCB Operating Procedures and the CM Implementation Plan;

m) Ensuring that all test NCPs include a test plan in accordance with NAS CCB direction;

n) Monitoring test results of approved changes against expected results, prior to approving integration of the change into the appropriate baseline. Discrepancies will be resolved and documented prior to baseline modification;

o) Ensuring that the listing of ATO-T Terminal Automation Group CIs in Appendix A remains current. NAS baselined CIs are contained in NAS-MD-001. This includes generation of case files to decommission NAS systems or subsystems which have been removed entirely from the NAS inventory;

p) Reporting CM performance metrics for the ATO-T Terminal Automation Group CCB to the NAS CCB at the request of the NAS CCB.

3. ATO-T TERMINAL AUTOMATION GROUP CCB PARTICIPANTS

The ATO-T Terminal Automation Group CCB participants are identified in Appendix B.

4. CCB ADMINISTRATION

The ATO-T Terminal Automation Group CCB Executive Secretariat shall be responsible for ensuring that changes are presented at CCB meetings. The Executive Secretariat responsibilities consist of coordinating and performing the administrative tasks related to the performance of the CCB, including, but not limited to:

a. Preparing agenda and formal meeting minutes;

b. Supporting the change process and procedures including prescreening, must evaluation and resolution of comments;

c. Collecting metrics and reporting to the NAS CCB when requested;

d. Tracking and monitoring ATO-T Terminal Automation Group CCB action items and Configuration Control Decision (CCD) to closure;

e. Ensuring that all proposed NAS changes include a safety assessment and that Safety Risk Management (SRM) documentation is provided to the appropriate decision makers as required;

f. Ensuring that all proposed NAS changes contain security assessment and estimated cost and funding source information.

g. Submitting any unresolved comments to the Chairperson(s) for resolution.

h. Supporting CM performance monitoring functions, under the authority of this CCB Charter and as described in the ATO-T Terminal Automation Group CCB Operating Procedures.

i. Ensuring all CM information is validated and entered into the FAA nationally approved CM database.

j. Elevating issues that cannot be resolved at the ATO-T Terminal Automation Group CCB to the NAS CCB for resolution.

5. CCB RECOMMENDATIONS AND DECISIONS

The ATO-T Terminal Automation Group CCB shall review, adjudicate, elevate, or withdraw proposed NCPs affecting its CIs or transfer proposed NCPs to other CCBs for adjudication as required. The CCB shall reach a decision after a period of presentation, discussion, at which time the chairperson(s) may poll the members for their position or recommendation. The CCB chairperson(s) shall make all final decisions. NCPs may be deferred until the next CCB if further analysis or additional information is needed.

Decisions on NCPs shall be documented in a Configuration Control Decision (CCD) prepared by the CCB Executive Secretariat and signed by the CCB Chairperson(s). The CCD will include detailed implementation action items and the responsible organization(s). CCD actions will be documented, tracked and monitored through closure.

6. CHANGES TO THE CCB CHARTER

This Charter shall be changed only with the approval of the NAS CCB upon the recommendation of the ATO-T Terminal Automation Group CCB.

7. DELEGATION OF CCB AUTHORITY

The ATO-T Terminal Automation Group CCB Chairperson(s) may authorize another participant to act as a chairperson via memorandum to the CCB Executive Secretariat. CCB permanent members are responsible for ensuring they are represented at CCB meetings and may delegate specific authority by informing the CCB Chairperson(s) of the appointment. Additionally, when time critical or urgent processing of a proposed change request is necessary, or in the event of other specific circumstances, the CCB Chairperson(s) may call an emergency CCB meeting or approve changes without benefit of a CCB meeting or member review. Change requests processed outside the normal CCB process shall be documented and communicated to permanent members as soon

as practicable, or no later than the next regularly scheduled meeting. Questions and concerns regarding ATO-T Terminal Automation Group CCB decisions are addressed to the CCB Chairperson(s).

APPENDIX A: CONFIGURATION ITEMS

The configuration items (CIs) listed below are under the control of the ATO-T Terminal Automation Group CCB. Currently, these CIs reflect the primary ATO-T Terminal Automation and products that provide the required services within the ATO-T Terminal Automation domain. As these CIs or components thereof are baselined and/or placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001

ATO-T Terminal Automation Group CCB CIs:

Designator	Item Name	Current (Former) CCB
ACE-IDS	ASOS CONTROLLER EQUIPMENT INFORMATION DISPLAY SYSTEM	ATO-T (ATB-200)
ARMT	AIRPORT RESOURCE MANAGEMENT TOOL	ATO-T (ATB-200)
ARTS1E	AUTOMATED RADAR TERMINAL SYSTEM – 1E	ATO-T (ATB-200)
ARTS2E	AUTOMATED RADAR TERMINAL SYSTEM (ARTS-IIE)	ATO-T (ATB-200)
ARTS3	AUTOMATED RADAR TERMINAL SYSTEM-III	ATO-T (ATB-200)
ARTS3A	AUTOMATED RADAR TERMINAL SYSTEM-IIIA	ATO-T (ATB-200)
ARTS3E	AUTOMATED RADAR TERMINAL SYSTEM-IIIE INCLUDES NEW YORK TRACON	ATO-T (ATB-200)
CARTS	COMMON AUTOMATED RADAR TERMINAL SYSTEM	ATO-T (ATB-200
DAS	DATA ACQUISITION SYSTEM	ATO-T (ATB-200)
D-BRITE	DIGITAL BRIGHT RADAR INDICATOR TOWER EQUIPMENT	ATO-T (ATB-200)
DEDS	DATA ENTRY AND DATA DISPLAY FOR ARTS-IIIA	ATO-T (ATB-200)
DPS	DATA PROCESSING SUBSYSTEM	ATO-T (ATB-200)
DVC	D-BRITE VIDEO COMPRESSION	ATO-T (ATB-200)
EFSTS	ELECTRONIC FLIGHT STRIP TRANSFER SYSTEM	ATO-T (NAS)
FDIO	FLIGHT DATA INPUT/OUTPUT	ATO-T (ATB-200)
FS-2+	STARS FULL SERVICE 2+ CONFIGURATION	ATO-T (ATB-200)
IDS-4	INFORMATION DISPLAY SYSTEM - 4	ATO-T (NAS)
MSPR	MEDIUM SPEED PRINTER REPLACEMENT	ATO-T (ATB-200)
ODS	OPTICAL DISK SUBSYSTEM GATEWAY	ATO-T (ATB-200)

PCT-ECS	POTOMAC CONSOLIDATED TRACON-EMERGENCY COMMUNICATION SYSTEM	ATO-T (NAS)
RTADS	REMOTE TOWER ALPHANUMERIC DISPLAY SYSTEM	ATO-T (ATB-200)
STARS LITE	STARS LOCAL INTEGRATED TOWER EQUIPMENT	ATO-T (ATB-200)
STARS	STANDARD TERMINAL AUTOMATION REPLACEMENT SYSTEM	ATO-T (ATB-200)
TARDIS	TERMINAL AUTOMATED RADAR DISPLAY & INFORMATION SYSTEM	ATO-T (NAS)
TDLS	TOWER DATA LINK SERVICES	ATO-T (ATB-200)
TML	TELEVISION MICROWAVE LINK	ATO-T (TIPT)

APPENDIX B: CCB MEMBERSHIP

The members of the ATO-T Terminal Automation Group CCB shall be as follows:

ATO-T Terminal Automation Group CCB Chairperson(s)

- Director, Terminal Program Operations or designated representative(s)

ATO-T Terminal Automation Group CCB Executive Secretariat

- ATO-T Terminal Automation Group CM Officer or designated representative

ATO-T Terminal Automation Group CCB Permanent Members:

- Director, Terminal Safety and Operations Support or designated representative
- Director, Terminal Planning or designated representative
- Director, Western Area Terminal Operations or designated representative
- Director, Central Area Terminal Operations or designated representative
- Director, Eastern Area Terminal Operations or designated representative
- Director, Safety Management System/Safety Risk Mgmt. or designated representative
- Director, FAA Logistics Center or designated representative
- Director, Technical Operations ATC Facilities or designated representative
- Manager, Western Service Center or designated representative
- Manager, Central Service Center or designated representative
- Manager, Eastern Service Center or designated representative
- Manager, Terminal Automation or designated representative
- Manager, Program Management & Integration or designated representative
- Manager, Terminal Field Operations Support (TFOS) or designated representative
- Department of Defense (DoD) Liaison or designated representative
- Manager, NAS Requirements & Interface Management or designated representative

Ad Hoc Technical Advisors, Consultants, and Program Control Specialists will be invited as required

APPENDIX C: ACRONYM LIST

ATO .....Air Traffic Organization
ATO-T..... Air Traffic Organization – Terminal Services
CCB .....Configuration Control Board
CCD.....Configuration Control Decision
CI.....Configuration Item
CM .....Configuration Management
CMO .....Configuration Management Officer
FAA.....Federal Aviation Administration
ICD .....Interface Control Document
IRD .....Interface Requirements Document
NAS .....National Airspace System
NCP.....NAS Change Proposal
SMS.....Safety Management System
SRM.....Safety Risk Management