

**AIR TRAFFIC ORGANIZATION
SYSTEM OPERATIONS SERVICES
CONFIGURATION CONTROL BOARD**

CHARTER

In SUPPORT of

LIFE-CYCLE MANAGEMENT

of the

NATIONAL AIRSPACE SYSTEM

April 22, 2004

DRAFT

Approved by _____
NAS OPS CCB Co-Chairperson

Approved by _____
NAS OPS CCB Co-Chairperson

CCB Members Signature Page

Vice President, System Operations Services

Date

Director, System Operations Programs

Date

Director, System Operations

Date

Director, System Operations Security s

Date

Director, System Operations Finance

Date

Director, System Operations & Safety

Date

Manager, System Operations Administration

Date

Director, Operations Planning, System Engineering

Date

Director, ATO Information Technology

Date

Manager, Safety Administration

Date

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Page</u>
	CCB MEMBERS SIGNATURE PAGE.....	II
	<u>TABLE OF CONTENTS</u>	III
1.0	<u>INTRODUCTION</u>	1
1.1	PURPOSE.....	1
1.2	AUTHORITY.....	1
2.0	<u>CCB RESPONSIBILITIES</u>	2
3.0	<u>CCB PARTICIPANTS</u>	3
4.0	<u>CCB ADMINISTRATION</u>	3
5.0	<u>CCB RECOMMENDATIONS AND DECISIONS</u>	4
6.0	<u>CHANGES TO THE CCB CHARTER</u>	4
7.0	<u>DELEGATION OF CCB AUTHORITY</u>	4
	APPENDIX A - <u>DOMAIN CONFIGURATION ITEMS</u>	A-1
	APPENDIX B - DOMAIN CCB MEMBERSHIP.....	B-1
	APPENDIX C – ACRONYM LIST.....	C-1

**Air Traffic Organization
System Operations Services
Configuration Control Board
Charter
in Support of
Life-Cycle Management
of the
National Airspace System (NAS)**

1.0 INTRODUCTION

1.1 Purpose

This charter establishes the System Operations Services Domain, Configuration Control Board (CCB) and assigns responsibility for establishing baselines and controlling changes to these baselines for the Configuration Items (CIs) listed in Appendix A. The charter was initially developed by Air Traffic Organization, Operations Planning (ATO-P) Configuration Management (CM) to provide guidelines and assign CIs. The CCB within the Service Organization is an integrated discipline to provide structured and streamlined control of the system development process. Life-cycle configuration management through the CCB ensures that all changes are visible, and provides consistency with technical and programmatic direction across all services and products. The CIs listed reflect the products that comprise the System Operations Services Domain components of the Air Traffic Organization. Approval of this CCB Charter empowers the Domain CCB to approve all changes to the CIs listed in Appendix A throughout the life cycle of these products. A companion document, the CCB Operating Procedures, defines the procedures necessary to execute the responsibilities assigned in this Charter.

1.2 Authority

The CCB is authorized by the National Airspace System Operations (NAS OPS) CCB. The Domain CCB shall add newly assigned products to the CCB Charter as designated. This CCB's authority extends to the creation of subordinate CCBs and approval of the associated charters. Any subordinate Boards established within the Domain shall be reported to the NAS OPS CCB through Operations Planning CM, and their Charters submitted for review. Interface Requirements Documents (IRDs) are the responsibility of the NAS OPS CCB and will be submitted to the NAS OPS CCB for review and approval.

2.0 SYSTEM OPERATIONS SERVICES CCB RESPONSIBILITIES

The responsibilities of the System Operations Services CCB are:

- a) Performing CCB functions as established in this charter in accordance with FAA Order 1800.66;
- b) Submitting proposed changes to this Charter to the NAS OPS CCB, and subsequently implementing the approved changes;
- c) Ensuring all subordinate CCBs have approved charters consistent in content and format. Subordinate CCB responsibility shall not exceed that of the Domain CCB;
- d) Reporting establishment of subordinate CCBs to the NAS OPS CCB, and providing their Charters for review;
- e) Approving proposed changes maintaining the CCB Operating Procedures;
- f) Development and maintenance of the Domain CM Implementation Plans;
- g) Identifying the configuration identification documentation, as well as identifying which documents comprise each of the Domain's subordinate baselines;
- h) Developing plans and policies for the configuration management and evolution of the Domain system architecture throughout the life cycle of the system;
- i) Ensuring that the specifications under the jurisdiction of the Domain CCB are approved in accordance with FAA Order 1800.66;
- j) Ensuring that the specifications beyond the approval authority of the Domain CCB are elevated to the NAS OPS CCB;
- k) Ensuring adherence to configuration control procedures in processing changes to the Domain configuration identification data and baselines;
- l) Ensuring proposed changes are screened and all interface changes coordinated between responsible organizations prior to presentation to the CCB;
- m) Reviewing, adjudicating, or transferring/elevating changes coming before the CCB. All proposed changes shall give consideration to improving safety, operational effectiveness; providing for adequate logistics support, and ensure significant life-cycle efficiency;

- n) 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;
- o) 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;
- p) Ensuring the listing of Domain 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 are removed entirely from the NAS inventory.
- q) Reporting CM performance metrics for the System Operations Services Domain CCBs to the NAS OPS CCB through Operations Planning CM, on a quarterly basis or at the request of the NAS OPS CCB.

3.0 SYSTEM OPERATIONS SERVICES CCB PARTICIPANTS

Membership referenced in Appendix B:

- a. CCB members may be required to attend more than one CCB session per month.
- b. Ad Hoc Technical Advisors, Consultants, and Program Control Specialists will be invited as needed.

4.0 CCB ADMINISTRATION

The CCB Executive Secretariat shall be responsible for ensuring that changes are presented at CCB meetings. Secretariat responsibilities consists of coordinating and performing the administrative tasks related to the CCB, including, but not limited to:

- a. Preparing agenda and formal meeting minutes.
- b. Supporting the change processes and activities, including prescreening, must evaluation activities, including comments and their resolution.
- c. Collecting metrics and reporting to the NAS OPS CCB.
- d. Tracking and monitoring CCB action items and configuration control decision(s) (CCD) closure activities).
- e. Ensuring all NCPs contain safety assessments, estimated cost and funding source information.
- f. Submitting any unresolved comments to the Chairperson for resolution.
- g. Supporting CM performance monitoring functions, under the authority of this CCB Charter and as described in the CCB Operating Procedures.

- h. Ensuring all CM information is validated and entered into the FAA nationally approved CM database.
- i. Elevating issues that cannot be resolved at the Domain CCB to the NAS OPS CCB for resolution.

5.0 CCB RECOMMENDATIONS AND DECISIONS

The CCB shall review, adjudicate or transfer/elevate proposed ECPs, NCPs, and Deviations and Waivers affecting its CIs or transfer proposed NCPs to other appropriate CCBs. The CCB shall reach a decision(s) after a period of presentation, discussion and/or debate, at which time the Chairperson may poll, the members for their position or recommendation. The CCB Chairperson shall make all final decision(s).

Decisions on NCPs shall be documented in a 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). When completed the implementers shall notify the Executive Secretariat to ensure complete closeout.

6.0 CHANGES TO THE CCB CHARTER

This Charter shall be changed only with the approval of the NAS OPS CCB, upon the recommendation of the System Operations Services Domain CCB.

7.0 DELEGATION OF CCB AUTHORITY

The CCB Chairperson 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). 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 CCB decisions are addressed to the CCB Chairperson(s).

APPENDIX A
CONFIGURATION ITEMS

Appendix A

The CIs listed below are under the control of the System Operations Services Domain CCB. Currently, these CIs reflect the primary facilities, systems and products, which provide the required services within the 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.

TRAFFIC MANAGEMENT CIs

ATCSCC	AIR TRAFFIC CONTROL SYSTEM COMMAND CENTER	AUA-700
CFCC	CENTRAL FLOW CONTROL CENTER	AUA-700
DSP	DEPARTURE SPACING PROGRAM	AUA-700
ETMS	ENHANCED TRAFFIC MANAGEMENT SYSTEM	AUA-700
TMCC	TRAFFIC MANAGEMENT COMPUTER COMPLEX	AUA-700
TMP	TRAFFIC MANAGEMENT PROCESSOR	AUA-700
TMS	TRAFFIC MANAGEMENT SYSTEM (FACILITY)	AUA-700
TMU	TRAFFIC MANAGEMENT UNIT	AUA-700
TMVS	TRAFFIC MANAGEMENT VOICE SWITCH	AUA-700

APPENDIX B
CCB MEMBERSHIP



APPENDIX B

The participants of the System Operations Services Domain CCB shall be the following individuals, or their designated representatives:

System Operations Services Chairperson

- Vice President, System Operations Services or designated representative;

System Operations Services Executive Secretariat

- Executive Secretariat System Operations Services CM Officer or designated representative;

System Operations Services CCB Permanent Members:

- Director, System Operations Programs
- Director, System Operations & Safety
- Director, System Operations Finance
- Director, System Operations Security
- Director, System Operations
- Manager, System Operations Administration
- Director, Operations Planning, System Engineering or designated representative
- Manager, Safety Administration
- Director, ATO Information Technology or designated representative

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

APPENDIX C
ACRONYM LIST

ACRONYM LIST

ATO	Air Traffic Organization
CCB	Configuration Control Board
CCD	Configuration Control Decision
CI	Configuration Item
CM	Configuration Management
ECP	Engineering Change Proposal
FAA	Federal Aviation Administration
IRD	Interface Requirements Document
NAS	National Airspace System
NCP	NAS Change Proposal
OPS	Operations