

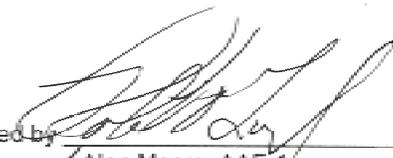
**FEDERAL AVIATION ADMINISTRATION (FAA)**  
**NATIONAL AIRSPACE SYSTEM (NAS)**  
**CONFIGURATION CONTROL BOARD (CCB)**  
**CHARTER**

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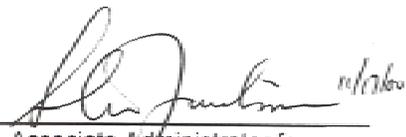
***Supporting the Life Cycle Management***  
***of the***  
***National Airspace System***

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September 5, 2000

Submitted by   
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Approved  11/13/00  
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**NAS CCB Signature Page**

**SIGNATURES ON FILE**

_____ Program Director, NAS Operations, AOP-1	_____ Date
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_____ Program Director, Operational Support, AOS-1	_____ Date
_____ DOD Liaison, ARS-7	_____ Date
_____ Director, Air Traffic Service, AAT-1	_____ Date
_____ Director, William J. Hughes Technical Center, ACT-1	_____ Date
_____ Associate Administrator for Information Services, AIO-1	_____ Date
_____ Director, FAA Logistics Center, AML-1	_____ Date
_____ Director, Office of Communication, Navigation and Surveillance Systems, AND-1	_____ Date
_____ Director, Free Flight Phase One, AOZ-1	_____ Date
_____ Director, Air Traffic System Requirements Service, ARS-1	_____ Date
_____ Program Director, Architecture & System Engineering, ASD-100	_____ Date
_____ Director, Office of Independent Operational Test & Evaluation, ATQ-1	_____ Date
_____ Director, Office of Air Traffic Systems Development, AUA- 1	_____ Date
_____ Director, Office of Aviation Research, AAR-1	_____ Date
_____ Assistant Administrator for System Safety, ASY-1	_____ Date

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**Federal Aviation Administration  
National Air Space  
Configuration Control Board**

----- **Charter** -----

## **1.0 INTRODUCTION**

### 1.1 Purpose

This charter establishes the National Airspace System (NAS) Configuration Control Board (CCB) and assigns the CCB responsibilities. This charter also identifies the responsibilities for configuration control of Configuration Items (CI).

### 1.2 Authority

The NAS CCB is the senior board responsible for establishing and maintaining the NAS-level baseline. The NAS CCB also serves to resolve disputes forwarded from subordinate level Life Cycle Support CCBs, and may be called upon to examine technical issues, associated with change, with wide-ranging impact. The Authority of the NAS CCB is established in the CM Policy of the Acquisition Management System (AMS) and FAA Order 1800.66, Policy Statements II-1 and II-2. (See figure 1-1 for CCB structure and hierarchy)

# Change Control Board (CCB) Structure

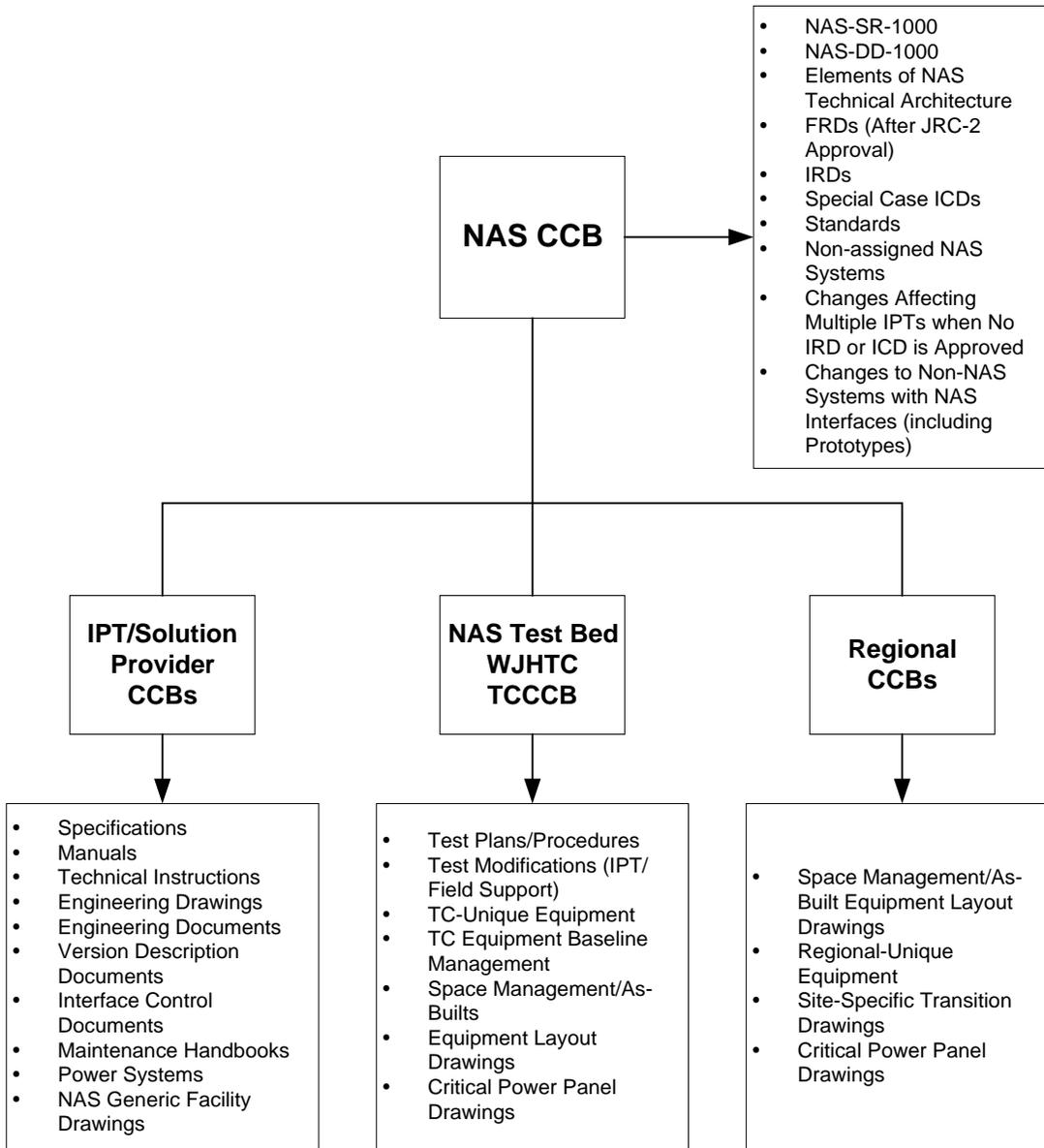


Figure 1-1

## **2.0 NAS CCB RESPONSIBILITIES**

The responsibilities of the NAS CCB are:

- a) Identifying and controlling changes to the NAS baseline for Configuration Items (CIs) identified in Appendix A;
- b) Review, approve, disapprove, or defer NCPs coming before the NAS CCB
- c) Examining technical Issues not submitted as formal changes but which either 1) relate directly to strengthening the application of CM principles; or 2) serve to prepare a recommendation to the Joint Resources Council (JRC)
- d) Baselineing the Technical Architecture Requirements;
- e) Baselineing of Interface Requirement Documents (IRDs);
- f) Adjudicating differences and resolving issues elevated from other Life Cycle Support CCBs;
- g) Ensuring traceability of NAS level documentation/baselines to program level documentation/baselines;
- h) Providing an Agency-wide forum for the discussion of technical issues (as opposed to cost, schedule or benefits issues) at the discretion of the Co-Chairs;
- i) Ensure through Configuration Status Accounting (CSA) that all approved changes are tracked and documented;
- j) Ensure that the Master Configuration Index (MCI, NAS-MD-001) is kept updated to reflect the current status of NAS CCB Configuration Items listed in Appendix A;
- k) Approval authority for all other FAA Life Cycle Support CCB charters;
- l) Approving and implementing the NAS CCB Operating Procedures and all changes;
- m) Keeping this Charter current and submitting changes for approval to ARA-1 and ATS-1;
- n) Adjudicating changes to Systems and CIs not assigned to subordinate level Life Cycle Support CCBs;
- o) Approving ICDs for which an IRD is not already approved;
- p) Approving changes when an IRD or ICD is not approved and the change impacts more than one IPT.

### 3.0 NAS CCB PARTICIPANTS

The participants and their responsibilities are as follows. A pre-designated alternate may be selected.

a. Co-Chairs. The Co-Chairs are responsible for adjudicating proposed changes presented to the CCB, assigning action items for items at the CCB as necessary, approving CCB operating procedures; designating NAS CCB ad hoc members; and approving advisors, consultants or technical specialists.

b. Executive Secretary. The Executive Secretary is responsible for determining the NCPs that are ready for disposition at the CCB, scheduling meetings (in coordination with the NAS CCB Co-Chairs), and preparing and distributing the agenda and CCB package. The Executive Secretary assists the Co-Chair to ensure orderly conduct of the meetings and prepares the draft minutes for approval at the next CCB. The Executive Secretary provides change processing and status accounting services to the CCB, this includes reporting on pending NAS Change Proposals (NCPs) (FAA Forms 1800-2), Change Control Decision (CCD) (FAA Forms 1800-49) closure, and action items assigned at the NAS CCB.

The Program Director, Configuration Management and Evaluation, ACM-1, or designated representative, shall serve as the Executive Secretary.

#### c. Permanent Members

(1)	AAF-1	Director, Airways Facility Service (Co-Chair)
(2)	ASD-1	Director, System Architecture and Investment Analysis (Co-Chair)
(3)	AAR-1	Director, Office of Aviation Research
(4)	AAT-1	Director, Air Traffic Service
(5)	ACT-1	Director, William J. Hughes Technical Center
(6)	AIO-1	Associate Administrator for Information Services
(7)	AML-1	Director, FAA Logistics Center
(8)	AND-1	Director, Office of Communication, Navigation and Surveillance Systems
(9)	ANS-1	Program Director, NAS Transition and Integration
(10)	AOP-1	Program Director, NAS Operations
(11)	AOS-1	Program Director, Operational Support
(12)	AOZ-1	Director, Free Flight Phase One Program Office
(13)	ARS-1	Director, Air Traffic System Requirements Service
(14)	ARS-7	DOD Liaison
(15)	ASD-100	Program Director, Architecture and System Engineering
(16)	ATQ-1	Director, Office of Independent Operational Test & Evaluation
(17)	AUA- 1	Director, Office of Air Traffic Systems Development
(18)	ASY-1	Assistant Administrator for System Safety

- d. Ad Hoc Members. Ad Hoc Members represent government organizations that are not permanent members of the NAS CCB, which may be impacted by changes being decided by the NAS CCB. Their function shall be to ensure that proposed changes are consistent with the technical and policy positions of their organizations.
- e. Technical Advisors and Consultants. These personnel will be invited to attend NAS CCB meetings to provide specialized technical or program management information.

## 4.0 NAS CCB RECOMMENDATIONS AND DECISIONS

The NAS CCB shall review and approve, disapprove, or defer the proposed NCPs. The Co-Chairs may poll the members for their position. However, the NAS CCB Co-Chairs make the final decision. The NAS CCB shall not approve proposed changes that are not funded. In making decisions or recommendations regarding proposed changes, the NAS CCB shall consider improvements on the basis of safety, operational effectiveness, logistics supportability, lifecycle cost savings, and affordability. The NAS CCB provides final approval for proposed baseline changes unless a JRC controlled parameter in the Acquisition Program Baseline (APB) (such as cost, schedule, performance or benefits) is affected. In this case the baseline change is initially approved by the NAS CCB, and a recommendation is forwarded from the NAS CCB to the JRC for final approval. Decisions by the Co-Chairs may be disputed and if not resolved by the NAS CCB will be raised to the Associate Level (ARA-1 and ATS-1) for adjudication.

### 4.1 Configuration Control Decisions (CCD)

The Executive Secretary prepares the Configuration Control Decision (CCD), which documents the decisions made and actions assigned by organization, for Co-Chairs signature. The following actions may be taken on an NCP:

- a. **Approve.**
- b. **Disapprove.** The reasons for disapproval shall be stated in the CCD and meeting minutes.
- c. **Approve with changes.** Identify those changes in the CCD and meeting minutes, referencing the resolution of comments section of the NCP.
- d. **Defer.** State the reason for deferral and associated action items, and date when the item will be brought to the board again. Adjudication of an NCP shall not be indefinitely deferred.

### 4.2 Consideration of Technical Issues not Submitted as an NAS Change Proposal (NCP)

The NAS CCB Co-Chairs may decide to consider technical issues not submitted as an NCP.

The Co-Chairs may assign technical actions to any NAS CCB member. The CCB Executive Secretary will provide action item tracking. The Co-Chairs will decide if any decision documentation beyond the usual NAS CCB minutes is required, and will assign an action item to prepare any such documentation.

#### 4.3 Co-chair adjudication outside of Board

The NAS CCB Co-Chairs have the authority to adjudicate an NCP outside the regularly scheduled CCB. All change requests processed outside the normal CCB process shall be recorded in the minutes of the next scheduled CCB. Questions and concerns regarding CCB decisions shall be addressed to the Executive Secretary, who will present them to the NAS CCB Co-Chairs.

#### 4.4 Disputes

Any disputes with the decision rendered by the Co-Chairs shall be registered either at the CCB meeting or in writing to the Co-Chairs and Executive Secretary within 5 working days after the distribution of the minutes.

### **5.0 CHANGES TO THE CHARTER**

Changes to this Charter, as recommended by the NAS CCB, require approval of ARA/ATS.

### **6.0 DELEGATION OF NAS CCB AUTHORITY**

The NAS CCB Co-Chairs can authorize, in writing, to the CCB Executive Secretary, other individuals to act as a chairperson. The pre-designated Co-Chairs are the Deputy Director for Systems Architecture and Investment Analysis, ASD-2, and the Deputy Director of Airways Facilities, AAF-2. NAS CCB permanent members can delegate specific authority via advance notice to the NAS CCB Executive Secretary. Additionally, when time critical or urgent processing of proposed change requests are necessary, the NAS CCB Co-Chairs may approve or disapprove changes without benefit of a CCB meeting or member review. All change requests processed outside the normal CCB process shall be documented and communicated to permanent members as soon as practicable, or at the next regularly scheduled meeting. Questions and concerns regarding CCB decisions are addressed to the CCB Executive Secretary and will be presented to the NAS CCB Co-Chairs.

#### 6.1 Delegation of Authority to Life Cycle Support CCBs

NAS CCB approval of the charters for other Life Cycle Support CCBs, effectively delegates authority and responsibility for managing the Configuration Item Baselines identified in Appendix A of the Life Cycle Support CCB charter (except for ICDs when no IRD is in place). This includes responsibility for definition and implementation of change management and control procedures for these CIs.

## **APPENDIX A: CONFIGURATION ITEMS**

The Configuration Items listed below fall within the purview of the NAS CCB. This Appendix may be amended at any time with written approval of the Co-Chairs.

- The NAS System Requirements Specification (NAS-SR-1000)\*
- The NAS Design Document Specification (NAS-DD-1000)\*
- Interface Requirements Documents
- NAS Level Requirements
  - Elements of the NAS Technical Architecture
  - Final Requirements Documents (FRD) approved or baselined at JRC-2
- Non-assigned NAS Systems and Configuration Items (CIs)
- Interfaces of Non NAS Equipment and Prototypes to NAS Equipment
- Standards

Interface Control Documents are the responsibility of the IPTs but may be elevated to the NAS CCB for adjudication when:

- a) An approved IRD is not in place
- b) Issues remain unresolved at the IPT level

**\* Until superceded by Elements of the NAS Technical Architecture**



**APPENDIX B: ACRONYM LIST**

AFSS	Automated Flight Service Stations
ARTCCs	Air Route Traffic Control Centers
ATCT	Air Traffic Control Tower
AMS	Acquisition Management System
APB	Acquisition Program Baseline
CCB	Configuration Control Board
CCD	Configuration Control decision
CI	Configuration Item
CM	Configuration Management
CSA	Configuration Status Accounting
DOCCON	Documentation and Configuration Identification System
FRD	Final Requirements Document
ICD	Interface Control Document
IPT	Integrated Product Team
IRD	Interface Requirements Document
JRC	Joint Resources Council
JRC-2	Joint Resources Council Investment Decision
NAS	National Airspace System
NCP	NAS Change Proposal
PSF	Power Systems and Facilities
RDB	Requirements Data Base
SEC	Systems Engineering Council