

Table of Contents

<u>DOCUMENT OVERVIEW</u>	v
<u>PART ONE - CONFIGURATION MANAGEMENT (CM) POLICY ELEMENTS</u>	1-I-1
Section I: General CM Policy	1-I-1
Section II: NAS Level CM Policy	1-I-4
Section III: Acquisition Level CM Policy	1-I-4
Section IV: Regional CM Policy	1-I-5
Section V: Operational CM Policy	1-I-6
<u>PART TWO - CONFIGURATION MANAGEMENT (CM) HANDBOOK</u>	2-I-1
Section I: NAS <u>CCB Charter</u> and <u>Operating Procedures</u>	2-I-1
<u>Section II: National CM Process</u>	2-II-1
Section Overview	2-II-3
Life-Cycle Process Flow	2-II-5
Life-Cycle Process Definitions	2-II-11
Life-Cycle Process Input/Output Tables (CM Lead Activities)	2-II-32
Life-Cycle Process Input/Output Tables (CM Supported Activities)	2-II-36
Life-Cycle Process Input/Output Tables (CM Associated Activities)	2-II-43
Detailed CM Processes	2-II-45
Change Management and Implementation	2-II-46
Configuration Verification and Audit	2-II-55
Configuration Status Accounting	2-II-59
Drawing Management – CM Perspective	2-II-64
Drawing Management – EDM Perspective	2-II-71
Section III: National CM Procedures	2-III-1
<u>1.0 Introduction</u>	2-III-3
<u>2.0 Applicable References</u>	2-III-11
<u>3.0 Procedures</u>	2-III-13
<u>3.1 Management Responsibilities</u>	2-III-15
<u>3.1.1 Roles, Responsibilities and Relationships</u>	2-III-17
<u>3.1.2 Establishing and Maintaining CM Policy</u>	2-III-29
<u>3.1.3 Monitoring, Oversight, and Evaluation</u>	2-III-37
<u>3.2 Life Cycle CM Planning and Management</u>	2-III-47
<u>3.2.1 Establishing and Maintaining a Configuration Control Board (CCB)</u>	2-III-49

<u>3.2.2 Solution Provider Responsibilities</u>	2-III-61
<u>3.2.2.1 CM Plans and Processes</u>	2-III-63
<u>3.2.2.2 Procurement Requirements for CM</u>	2-III-71
<u>3.2.3 Regional Responsibilities</u>	2-III-77
<u>3.2.3.1 Regional CM Plans and Processes</u>	2-III-79
<u>3.2.3.2 Regional Commercial-Off-The-Shelf Procurements</u>	2-III-87
<u>3.3 Configuration Identification</u>	2-III-93
<u>3.3.1 Maintaining the Master Configuration Index (MCI) and Publishing NAS-MD-001</u>	2-III-95
<u>3.3.2 Fundamentals of Configuration Identification</u>	2-III-101
<u>3.3.2.1 Selecting Configuration Items</u>	2-III-103
<u>3.3.2.2 Developing Configuration Documentation</u>	2-III-111
<u>3.3.2.3 Developing Product Top-Down Structure</u>	2-III-115
<u>3.3.2.4 Assignment and Marking of Unique Identifiers</u>	2-III-119
<u>3.3.2.5 Data Management</u>	2-III-125
<u>3.3.3 Establishing and Maintaining Baselines</u>	2-III-129
<u>3.3.3.1 NAS Functional Baseline</u>	2-III-131
<u>3.3.3.2 Functional Baselines</u>	2-III-139
<u>3.3.3.3 Product Baselines</u>	2-III-143
<u>3.3.3.4 Operational Baselines</u>	2-III-149
<u>3.3.3.5 Facility Baselines</u>	2-III-155
<u>3.3.4 Assigning Corporate Identifiers</u>	2-III-161
<u>3.3.4.1 Assignment of System-Level Specification, IRD, and ICD Numbers</u>	2-III-161
<u>3.3.4.2 FAA Equipment Type Designation Number Request</u>	2-III-165
<u>3.4 Configuration Change Management</u>	2-III-171
<u>3.4.1 Configuration Control Board (CCB) Structure for Systems in the NAS</u>	2-III-173
<u>3.4.2 NAS Change Proposal (NCP)/Configuration Control Decision (CCD) Process</u>	2-III-179
<u>3.4.2.1 Originate Change</u>	2-III-181
<u>3.4.2.2 NCP Evaluation</u>	2-III-205
<u>3.4.2.3 Configuration Control Board (CCB) Decision Process</u>	2-III-215
<u>3.4.2.4 Configuration Control Decision (CCD) Closure</u>	2-III-233
<u>3.4.2.5 Instructions for NCP/CCD Forms</u>	2-III-255
<u>3.4.2.6 Withdrawing Case Files or NCPs</u>	2-III-273
<u>3.4.2.7 Amending NCPs</u>	2-III-277
<u>3.4.2.8 Transferring a NAS Change Proposal (NCP)</u>	2-III-281
<u>3.4.2.9 Amending Approved CCDs</u>	2-III-285
<u>3.4.2.10 Emergency Modifications</u>	2-III-289
<u>3.4.3 Change Management Metrics</u>	2-III-295

<u>3.4.4 Requirements Traceability</u>	2-III-301
<u>3.4.4.1 User and NAS-Level Traceability</u>	2-III-303
<u>3.4.4.2 System-Level Traceability</u>	2-III-307
<u>3.4.4.3 Sub-Tier Traceability</u>	2-III-311
<u>3.5 Configuration Status Accounting</u>	2-III-315
<u>3.5.1. National CM Information Management System</u>	2-III-317
<u>3.5.2 Data Accessibility</u>	2-III-325
<u>3.6 Configuration Verification and Audits</u>	2-III-331
<u>3.6.1 Functional Configuration Audits (FCA)</u>	2-III-333
<u>3.6.2 Physical Configuration Audits (PCA)</u>	2-III-343
<u>3.6.3 Other Configuration Management (CM) Audits</u>	2-III-351
<u>3.7 Commercial-Off-The-Shelf (COTS) Configuration Management</u>	2-III-355
PART THREE – CM STANDARDS AND STANDARDIZATION	3-1
<u>PART FOUR – ACRONYMS AND DEFINITIONS</u>	4-1
Section I: Acronyms	4-I-1
Section II: Definitions	4-II-1
<u>Section III: Appendix/AMS Cross Reference Table</u>	4-III-1

DOCUMENT OVERVIEW

GENERAL

This policy has been developed by a team of Configuration Management (CM) managers and practitioners and represents a description of CM tasks and responsibilities necessary to implement CM in the Federal Aviation Administration (FAA). This FAA document builds on the body of CM knowledge established in the Government and non-Government sectors. It intentionally does not reiterate the primary body of knowledge, but instead describes the FAA CM environment and requirements. A basic knowledge of CM practice and principles is necessary to understand and implement the FAA policy.

CM policy is resident on the FAA Acquisition Management System (AMS) FAA System Toolset. Proposed changes to policy will be fully coordinated. Approved changes will be reflected in the AMS FAA System Toolset and in an updated directive.

With the inclusion of Change 1 to this order, the following orders are cancelled:

- 1800.8f, National Airspace System Configuration Management dated May 1991
- 1800.57, National Airspace System (NAS) Configuration Control Board (CCB) dated December 1985
- 6030.29, Assignment and Dissemination of FAA Equipment Type Designation Numbers for the Air Traffic Control and Navigation System dated June 1968.

CM policy will continue to evolve. There are a number of process improvements or proposed changes under evaluation or slated for evaluation to include the practice of CM for Commercial Off-the-Shelf (COTS) and Non-Development Item (NDI) procurements, alignment of CM policy with Airways Facilities orders, information system security (ISS) and CM Information Management requirements. These items are planned for future policy revisions.

USING THIS DOCUMENT

This document is a uniform CM Policy with a four-part structure. Part One provides the top-level statements of CM policy. It contains five sections: General CM Policy, NAS Level CM Policy, Acquisition Level CM Policy, Regional Level CM Policy, and Operational Level CM Policy. Part Two amplifies the policy statements to greater levels of detail of implementation. It contains three sections: the NAS CCB Charter and Operating Procedures; the National Process, including an extended flow diagram with explanatory text for each element; and National CM Procedures. Part Three identifies significant industry standards and FAA standards. Part Four contains the following sections to facilitate understanding and readability of the document: Acronyms and Definitions. Currently Part One, Part Two, and Part Four are complete. Part Three is still under development. The structure is illustrated on the following page.

