

SES-046-88
15 March 1988

MEMORANDUM FOR: Distribution

THROUGH:

[Redacted]

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FROM:

SUBJECT: Change Pages to FBIS Documents

REFERENCE: ESG Memo dated 3 March 1988
Subject - Results of 1 March 1988 CCB

1. The Reference memo reported the CCB approval of HU-RFC-C-002-87, CO-RFC-C-002-87, HU-RFC-C-001-88, HU-RFC-C-002-88, as modified by the CCB. The SI (SES) was instructed (Reference) to update the AFS System Specification (MPD-900-001C), the FBIS CM Plan (MPD-000-801), and the FBIS Operational CM Plan (MPD-000-811) in accordance with the changes produced by these RFCs and provide change pages to holders of these documents.

2. The attached change pages to the AFS System Specification are the current versions of the pages affected and should be inserted into the document, replacing the corresponding pages. The other attachments are revised versions of the FBIS CM Plan, and the FBIS Operational CM Plan.

3. This action completes the formal distribution of the documentation changes resulting from the 1 March 1988 CCB.

4. For more information or additional copies of the attachments, please contact [Redacted]

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Attachments:

- A. Change Pages to the AFS System Specification (MPD-900-001C)
- B. Revision A of the FBIS CM Plan (MPD-000-801A)
- C. Revision A of the FBIS Operational CM Plan (MPD-000-811A)

SES-046-87

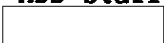
SUBJECT: Change Pages to FBIS Documents

FBIS/ESG/ADD/SES:



(15MAR88)

Distribution:

- Original - C/ESG
- 1 - DC/ESG
- 1 - C/E&PS
- 1 - C/OPS
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- 1 - SA/OPS,
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- 1 - C/HED
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- 1 - DC/ADD
- 1 - ADD Staff
- 1 -  COTR
- 1 - FBIS/CO
- 1 - LEC
- 1 - GE/SES Staff
- 1 - GE/SES Chrono
- 1 - GE/SES CCB Chrono
- 1 - FBIS Registry
- 1 - Originator

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CHANGE LOG

TITLE: FBIS SYSTEM SPECIFICATION DOCUMENT MPD-900-001C

REV	DATE	PAGES AFFECTED	RFC NO.
C	2/6/87	vii, 6, 22, 34, 35	GE-012-86
	2/6/87	ii, vii, 5, 11, 20, 21, 22, 23, 24, 25, 33, 36, 41	GE-018-86
	2/6/87	i, ii, vi, viii, 6, 7, 37, 38, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53	GE-019-86
	6/29/87	24, 26, 27, 28, 29, 30, 31, 32, 33, 34	GE-020-86R1
	11/23/87	40	CO-RFC-C-001-87
	11/23/87	17	HU-RFC-C-001-87
	11/23/87	21	HC-RFC-C-001-87
	11/23/87	vi, 21, 23	HC-RFC-C-002-87
	11/23/87	i, ii, iii, iv, v, vii, 1, 3, 7, 42, 43, 44, 45, 46, 47, 48, 49, 50, 58	FS-RFC-C-001-87
	3/1/88	iii, vii, 6, 8, 12, 13, 37, 38, 40, 50	CO-RFC-C-002-87

3.1.2.4 Composition Function

The Headquarters Classified Segment shall have the capability to perform automated composition of text and graphics for "local" hardcopy printing and reproduction by P&PD.

3.1.3 Communications Segment Functional Description

The Communications Segment shall handle all communications and message traffic as it enters or leaves the Automated FBIS System. The Communications Segment shall be divided into the following major functions: Headquarters Unclassified Communications Function, and Headquarters Classified Communications Function.

3.1.3.1 Headquarters Unclassified Communications Function

The Headquarters Unclassified Communications Function shall process unclassified communications and message traffic for FBIS Headquarters. Headquarters Unclassified Communications shall:

- a) provide automated support to receive, verify, log, store, and route incoming message traffic from AUTODIN, Telex, and Dedicated Line, STAT
- b) provide automated support to retrieve, format, log, store, transmit, and verify outgoing message traffic via AUTODIN, Telex, and Dedicated Line, STAT
- c) accept Wire Service output from the Headquarters Unclassified Segment and transmit this data to 32 Wire Service consumers, with a capability to expand to 128 consumers,
- d) accept simultaneous electronic inputs of word processing documents via modem and commercial dial-up telephone circuits.

3.1.3.2 Headquarters Classified Communications Function

The Headquarters Classified Communications Function shall process classified communications and message traffic for FBIS Headquarters. This function shall provide automated support to receive, verify, log, store, and route incoming message traffic.

3.2 Segment Functional and Performance Description

3.2.1 Headquarters Unclassified Segment

The functional elements of the Headquarters Unclassified Segment are depicted in Figure 3.2.1-1.

3.2.1.1 Daily Report and Wire Service Function

The Daily Report and Wire Service Function shall support the compilation and editing of both the FBIS Wire Service and Daily Report. It shall be comprised of Atex Editorial System processor(s), disk storage devices, peripherals, workstations and associated software. The Atex shall be a standard commercially supported configuration and shall not include any hardware or software modifications that would preclude incorporation of future vendor software enhancements.

3.2.1.1.1 Message Processing Function

3.2.1.1.1.1 The Daily Report and Wire Service Function shall have the capability to process incoming message traffic received from the Communications Segment, 24 hours a day, 7 days a week.

3.2.1.1.1.2 The Daily Report and Wire Service Function shall provide all users with a procedure to support the assembly of the segments of a multi-part message into a single message.

3.2.1.1.1.3 The Daily Report and Wire Service Function shall provide the capability for all users to generate output messages in special formats (see the FBIS Editorial Handbook) for subsequent transmission to field bureaus via the Communications Segment and to assign the precedence and the addressees of the messages. In addition, the capability for the users to specify the outgoing link for message transmission shall also be provided.

3.2.1.1.1.4 The Daily Report and Wire Service Function shall store the last 30 days of all incoming and outgoing field bureau message traffic. This message file shall be structured to facilitate search and retrieval of messages.

3.2.1.1.1.5 The Daily Report and Wire Service Function shall provide the capability for all users to search all header fields and the text sections of the last 30 days of all incoming and outgoing field bureau message traffic and to display in softcopy and hardcopy formats all or parts of the headers and text sections of a retrieved message.

3.2.1.1.1.6 The Daily Report and Wire Service Function shall provide the capability for all users to purge messages and those related directories assigned to that user. In addition the capability for the system to automatically purge messages based on age criteria shall also be provided.

- 3.2.1.1.3.10 The Daily Report and Wire Service Function shall provide the Wire Service the capability to process an average of 2100 input messages a day and 250 output messages a day. The peak hourly input rate shall be 300 messages with an average message length of 133 words. The peak hourly output rate for Wire Service and - AUTODIN messages shall be 20 and 100 respectively.
- 3.2.1.1.3.11 The Daily Report and Wire Service Function shall provide the capability for Wire Service editors to create messages, modify the text of messages, generate messages in a wire output format, assign precedence, assign type of message, assign addresses from pre-stored tables/files, and further route them to pre-defined destinations.
- 3.2.1.1.3.12 The Daily Report and Wire Service Function shall provide the capability for Wire Service editors to move any message in a "transmission" mailbox from its current position to a position of first in line less one in that same mailbox (queue).
- 3.2.1.1.3.13 The Daily Report and Wire Service Function shall have the capability to transmit outgoing messages to the Communication Segment.
- 3.2.1.1.3.14 The Daily Report and Wire Service Function shall provide the capability for designated Wire Service editors to command the system to transmit messages to the Communication Segment.
- 3.2.1.1.3.15 The Daily Report and Wire Service Function shall provide the capability to route a copy of outgoing messages that are of Immediate and Flash precedence to a designated Wire Service mailbox after its release for transmission.
- 3.2.1.1.3.16 The Daily Report and Wire Service Function shall store the last thirty days of all outgoing Wire Service messages and provide separate directories to that file based on message type (i.e. operational, administrative, wire consumer).

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3.2.3 Communications Segment

The Communications Segment shall consist of the Headquarters Unclassified Communications Function, and the Headquarters Classified Communications Function. The functions and interfaces supported by the Communications Segment are depicted in Figure 3.2.3-1.

3.2.3.1 Headquarters Unclassified Communications Function

The Headquarters Unclassified Communications Function shall be that portion of the Communications Segment that shall handle unclassified communications. The following paragraphs describe the requirements for the Headquarters Unclassified Communications Function.

3.2.3.1.1 Field Traffic

The Headquarters Unclassified Communications Function shall support two-way communications with bureaus via [] AUTODIN, Telex, and Dedicated Line (London only) in accordance with the respective Interface Control Documents for these interfaces.

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Telex shall be used as a backup to [] and AUTODIN. There shall be a Dedicated Line between FBIS Headquarters and the London Bureau to provide backup to AUTODIN for this bureau.

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The Headquarters Unclassified Communications Function shall support two dedicated interfaces to AUTODIN switching centers at Andrews AFB and Ft. Detrick via standard Telecommunications Line Controllers and modems within Headquarters Unclassified Communications (see FBIS/AUTODIN-FBIS [] Interface Control Document MPD-900-200A).

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3.2.3.1.1.1 Incoming Communications

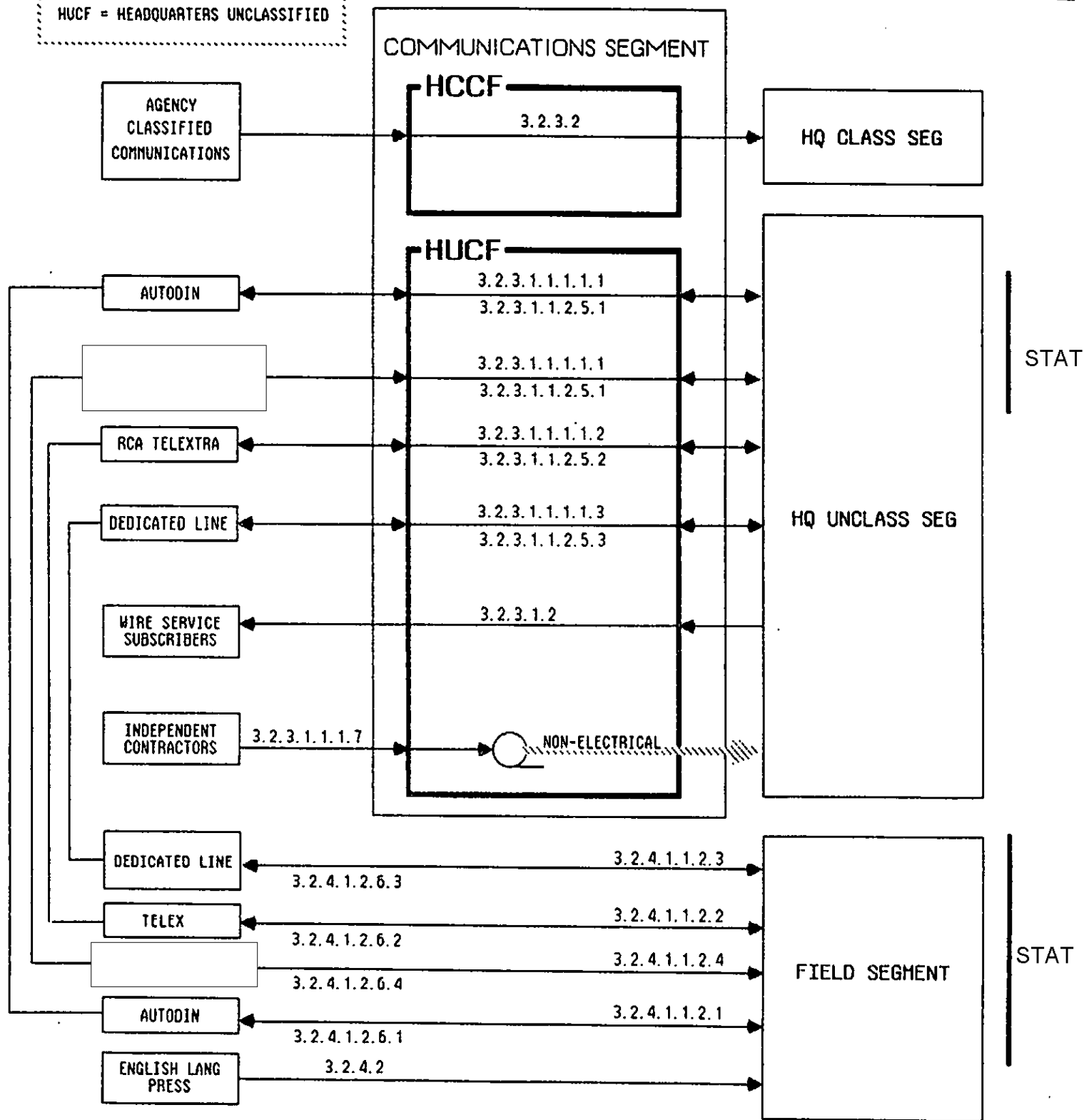
3.2.3.1.1.1.1 Receiving

3.2.3.1.1.1.1.1 AUTODIN

The Headquarters Unclassified Communications Function shall be capable of automatically receiving an average of 2100 messages (840,000 words) per 24 hour day, 7 days a week from [] AUTODIN. The peak input rate per hour shall be 300 messages with an average of 133 words per message.

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COMMUNICATIONS FUNCTIONS
 HCCF = HEADQUARTERS CLASSIFIED
 HUCF = HEADQUARTERS UNCLASSIFIED



FBIS COMMUNICATIONS SEGMENT INTERFACES

(LOGICAL FLOW)

FIGURE 3.2.3-1

3.2.3.1.1.1.7 Modem Interface

The Headquarters Unclassified Communications Function shall be capable of accepting 10 simultaneous electronic inputs of word processing documents via modem and commercial dial-up telephone circuits. The number of simultaneous inputs shall be capable of being increased to 20 circuits as required. This interface shall be electronically separated from the remainder of the Headquarters Unclassified Communications Function. The data received shall be automatically captured on magnetic media for subsequent transfer to the JPRS Editorial Function.

3.2.3.1.1.2 Outgoing Communications

3.2.3.1.1.2.1 Accepting Messages

The Headquarters Unclassified Communications Function shall automatically accept outgoing messages from the Daily Report and Wire Service Function.

3.2.3.1.1.2.2 Formatting

The Headquarters Unclassified Communications Function shall automatically format the transmission header and add it to messages in accordance with ACP 127, JANAP 128 and the FBIS Editorial Handbook. It shall automatically format messages that exceed the JANAP 128 line length limitation into multi-take messages and shall break those messages at the end of a sentence and preferably at the end of a paragraph. The JANAP 128 requirements shall apply to ACP 127 messages for the line length limitations.

3.2.3.1.1.2.3 Logging

The Headquarters Unclassified Communications Function shall automatically log (softcopy) each outgoing message and retain this log for a period of 30 days.

3.2.3.1.1.2.4 Storing

The Headquarters Unclassified Communications Function shall have the capability to automatically store each outgoing message on-line for a period of 30 days.

3.2.3.1.1.2.5 Transmitting

3.2.3.1.1.2.5.1 AUTODIN

The Headquarters Unclassified Communications Function shall be capable of transmitting outgoing message traffic via and AUTODIN, 24 hours a day. It shall support a maximum output of 300 messages per day, averaging at least 333 words per message, totalling 100,000 words, with a peak output rate of 100 messages per hour.

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3.3 System Interface Definition

The following interfaces shall be supported by the Automated FBIS System.

3.3.1 AUTODIN

This interface shall be as specified in the FBIS/AUTODIN-FBIS Interface Control Document, MPD-900-200A.

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3.3.2 Telex

This interface shall be as specified in the FBIS/Telex Interface Control Document, MPD-900-201.

3.3.3 Dedicated Line

This interface shall be as specified in the FBIS/Dedicated Line Interface Control Document, MPD-900-202.

3.3.4 Wire Service Subscribers

This interface shall be as specified in the FBIS/Electronic Subscribers Interface Control Document, MPD-900-203A.

3.3.5 Independent Contractors

This interface shall be as specified in the FBIS/Independent Contractors Interface Control Document, MPD-900-206.

3.3.6 P&PD

This interface shall be as specified in the FBIS/P&PD Interface Control Document, MPD-900-205A.

3.3.7 Agency Classified Communications System

This interface shall be as specified in the FBIS Headquarters Classified Communications/Agency Communications Interface Control Document, MPD-900-207.

3.3.8 Selected Press Agency

(TBS)

3.3.9

(TBS)

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FOREIGN BROADCAST INFORMATION SERVICE

CONFIGURATION MANAGEMENT PLAN

MPD-000-801A

1 March 1988

CHANGE LOG

TITLE: FBIS CONFIGURATION MANAGEMENT PLAN MPD-000-801A

REV	DATE	PAGES AFFECTED	RFC NO.
	10/4/85	1, iii, iv, 3, 4, 5, 6, 7, 10, 11, 14, 17, 18, 22, 23, 24	GE-007-85
	1/15/86	3, 6, 7, 17	GE-016-85
	10/2/86	1, 2, 3, 4, 7, 10, 11, 15, 18	GE-013-86
A	3/1/88	1, ii, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 14, 15, 16	HU-RFC-C-001-88

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1.0 INTRODUCTION

1.1 Purpose

In order to ensure that the procurement, installation, and integration of new systems proceeds smoothly and satisfies the user requirements, a discipline known as Configuration Management (CM) will be exercised. The purpose of this Configuration Management Plan is to define policy and procedures regarding configuration management activities for FBIS. It describes the organization which is responsible for Configuration Management, the documentation which identifies the baseline configuration to be controlled, and the process of control. Major upgrades will take place through contract procurement. These procurements will involve separate but parallel configuration management activities on the part of the contractors which will be consistent with this CM Plan. Whenever there is a conflict between overlapping configuration management responsibilities, this plan shall apply.

1.2 Scope

This plan establishes the configuration management requirements for documenting and controlling changes to the FBIS Baseline Configuration in order to ensure proper: (a) identification and documentation of the functional and physical characteristics, (b) control of changes to those characteristics, and (c) recording and reporting of approved changes and the status of their implementation.

The configuration management process requires a management structure with the responsibility and sufficient authority to ensure compliance. This plan delineates the management structures and positions which will be involved in the various configuration management activities.

1.3 Applicable Documents

The following documents are guidelines for this plan and are applicable only to the extent cited. In the event of a conflict between this plan and the referenced documents, this plan shall apply.

D/FBIS MEMO on Configuration Management dated 22 Feb 1985

MPD-000-811	FBIS Operational CM Plan
DOD-STD-480A	Configuration Control - Engineering Changes, Deviations, Waivers
MIL-STD-481A	Configuration Control - Engineering Changes, Deviations, Waivers
MIL-STD-490	Specification Practices

1.4 Glossary

The acronyms which are used in this plan are listed below with their definitions for convenient reference.

C/ADD	Chief, Advanced Development Division
C/AG	Chief, Analysis Group
C/ESG	Chief, Engineering Support Group
C/E&PS	Chief, Executive and Planning Staff
C/FED	Chief, Field Engineering Division
C/HED	Chief, Headquarters Engineering Division
C/OPS	Chief, Operations Group
C/PROD	Chief, Production Group
CCB	Configuration Control Board
CM	Configuration Management
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
D/FBIS	Director, Foreign Broadcast Information Service
DC/ADD	Deputy Chief, Advanced Development Division
DC/ESG	Deputy Chief, Engineering Support Group
DD/FBIS	Deputy Director, Foreign Broadcast Information Service
DR	Discrepancy Report
ECP	Engineering Change Proposal
ERB	Engineering Review Board
ESG	Engineering Support Group
FBIS	Foreign Broadcast Information Service
FOC	Final Operating Capability
GFE	Government Furnished Equipment
GFP	Government Furnished Property
ICD	Interface Control Document
RFC	Request for Change

2.0 FBIS ORGANIZATION AND RESPONSIBILITIES

The Director, FBIS, has overall authority and control of all FBIS resources. To assist in this task, Group Chiefs are given authority to manage those resources within their functional areas.

2.1 Engineering Support Group

The Engineering Support Group is managed by the Chief, Engineering Support Group (C/ESG). This organization has the responsibility for the FBIS Modernization Program which has been initiated to increase the timeliness and responsiveness of FBIS operations, increase the coverage of open sources, and to improve availability and quality of finished products. This responsibility includes the development of technical and programmatic aspects of the Modernization Program.

2.2 Configuration Control Board

A Configuration Control Board (CCB) has been established, under the direction of the Chief, Engineering Support Group, by the Director, FBIS, to exercise Configuration Management for FBIS. The CCB shall consider and control all proposed facility, hardware and software changes at Headquarters and in the Field, including ROSET, INTERNET and AUTOMATION, as well as all changes to pilot projects, requests for Office of Information Technology support, engineering or communications upgrades, and other implementation activities which could affect the Modernization Program. The CCB shall also ensure that all approved changes are incorporated into the FBIS Baseline Configuration documentation.

In order to exercise operational configuration management of FBIS automated and technical systems, the FBIS CCB Chairman may establish subordinate Engineering Review Boards (ERBs). Each ERB will be tasked with exercising operational configuration management for specific FBIS automated or technical system(s). Refer to the FBIS Operational CM Plan, MPD-000-811, for specific information on Engineering Review Boards.

2.2.1 CCB Membership

The membership of the CCB shall be composed of the following FBIS management personnel:

- Chief, Engineering Support Group (Chairman)
- Deputy Chief, Engineering Support Group (Deputy Chairman)
- Chief, Executive and Planning Staff
- Chief, Operations Group
- Chief, Production Group
- Chief, Analysis Group
- Chief, Advanced Development Division
- Deputy Chief, Advanced Development Division
- Chief, Field Engineering Division
- Chief, Headquarters Engineering Division
- Contracting Officer
- Secretariat

2.3 CCB Member Responsibilities

2.3.1 CCB Chairman/Deputy Chairman

The CCB Chairman has absolute responsibility for the Configuration Management and control of the FBIS Baseline Configuration, through the authority of the Director, FBIS. In the absence of the Chairman, the Deputy Chairman shall assume the responsibilities of the Chairman. The CCB Chairman shall:

Convene the CCB as necessary.

Approve, disapprove, or defer Requests for Change (RFCs) based on the recommendations of the CCB members.

Approve, disapprove, or defer System Level Discrepancy Reports (DR) based on the recommendations of the CCB members.

If the RFC or DR is approved, ensure that the appropriate implementing organization is tasked.

If the RFC or DR is disapproved, document the reason.

If the RFC or DR is deferred, indicate required actions, if any.

2.3.2 CCB Members

The CCB Members shall assume responsibility for those activities described below which are within their regular areas of management responsibility. CCB Members shall:

Ensure that operational systems are consistent with the CCB authorized FBIS Baseline Configuration.

Ensure that each RFC or DR is in consonance with operational requirements.

Provide operational guidance for each RFC or DR's technical approach, evaluation and implementation.

Evaluate the adequacy of each RFC for translation into detailed designs from which hardware, software or facilities are to be procured or produced.

Evaluate the engineering and scientific aspects of each RFC, including the similarity to other research and development that may be in progress.

Evaluate the affects of each RFC or DR on interfaces with other equipment and facilities of the system as represented in system tests, technical manuals, installation drawings, performance documents and interface control documents.

Evaluate the affects of each RFC or DR on overall system performance and compatibility requirements, including overall system operational and environmental compatibility.

Evaluate the total impact of each RFC on costs, including all aspects of cost growth or cost savings, such as engineering retrofit, support, development and production cost changes.

2.3.3 CCB Secretariat

The CCB Secretariat is responsible for providing administrative support to the CCB on matters pertaining to configuration, documentation and program management. This includes:

Preparation and distribution of CCB Meeting agendas and minutes.

2.3.3 CCB Secretariat (cont'd)

Receiving, recording, and distributing all RFCs and DRs submitted for CCB approval.

Monitoring RFC and DR related activities.

Issuing Status Reports.

Maintaining CCB records and files.

Maintaining CCB controlled documents as assigned by the CCB Chairman.

Ensuring the evaluation of all RFCs and DRs prior to presentation to the CCB.

Ensuring that the RFC or DR evaluation is coordinated, as needed, with all affected offices.

Consolidating evaluations into packages for distribution to the CCB Members prior to the CCB Meeting.

Ensuring that follow-up action on CCB decisions is completed.

Ensuring that all approved RFCs and DRs are integrated into the FBIS Baseline Configuration in a timely fashion.

Ensuring that RFCs and DRs are closed when CCB directed action is completed.

Ensuring that adequate controls and safeguards have been established and implemented for proper configuration control.

2.4 CCB Meetings

The CCB will meet at the discretion of the Chairman to evaluate new RFCs and DRs. Each CCB Member will assist in this effort by providing the Chairman with their advice and recommendation concerning the RFC or DR, adequacy of the RFC or DR to accomplish the intended objective, the technical acceptability, and any cost and schedule impacts. The decision authority to approve, disapprove, or defer judgment on any RFC or DR rests solely with the CCB Chairman. After approving an RFC or DR, the Chairman will, if necessary, authorize the appropriate Contracting Officer's Technical Representative (COTR) to implement the directed changes through the FBIS Contracting Officer (CO), who will provide the corresponding contractual direction to the affected contractor(s). Unless otherwise stated, CCB Meetings are open to all members of FBIS and their contractors when their areas of interest are on the agenda. Refer to Appendix A for a description of the FBIS CCB Meeting Procedures.

2.5 Contractor Responsibilities

2.5.1 Configuration Management

Any contractor developing or procuring; hardware, software or facilities, is required to have a Configuration Management Plan. Where appropriate, the contractor must provide FBIS with their Configuration Management Plan detailing the control procedures to be invoked during development, the milestone activities in the schedule when government review/approval should be obtained, and the reporting mechanisms that will ensure adequate government visibility during the development cycle.

2.5.2 Contractual Changes

Any change in the scope, as defined by the controlled documentation, must be submitted as an RFC to the CCB. Based on CCB review, the requested change may be approved for implementation, disapproved, or deferred.

3.0 FBIS BASELINE CONFIGURATION IDENTIFICATION

To facilitate maintaining change control records, status accounting and documentation control, an identifier will be assigned to all controlled items, including all technical, administrative and management documentation. The FBIS Baseline Configuration will contain a set of technical documents (e.g., specifications, drawings, plans, and manuals) which define current FBIS operational capabilities, and specified documents which describe new or modified capabilities under development. Since the actual hardware, software and facilities reflect the implementation of the technical documentation, they are, by extension, included as configuration controlled items.

3.1 Documentation Under Configuration Control

The FBIS Baseline Configuration Documentation is identified in the FBIS Baseline Configuration Document Index and will be subject to configuration control when issued. The FBIS Baseline Configuration Document Index itself will also be subject to configuration control when issued. Changes to this documentation will require CCB or ERB approval prior to being incorporated into the FBIS Baseline Configuration.

3.1.1 Documentation Identification

Each document under configuration control will be identified by a Title, Identification Number and Date of Issue on the title page, beginning with the original issue. Refer to Appendix B for a description of the FBIS document Identification Number assignment system. Thereafter, when a document is updated, ESG or the responsible organization will reissue the document or publish a set of change pages to the document. The Identification Number and Date of Issue on the document will be updated only when the document is reissued. When a set of change pages is published, the approval date of the initiating RFC or DR will be placed on each change page, and change identification marks will be placed in the right-hand margin. These change identification marks will remain until the next time that page is modified, at which time new markings will be drawn for that page.

3.1.2 CM Documentation Library

The CCB Chairman will establish a CM Documentation Library. This library will be the repository for the FBIS Baseline Configuration Documentation. The CCB Secretariat will have custody and control of that portion of the CM Documentation Library assigned by the CCB Chairman. The CCB Chairman may assign custody and control of other portions of the CM Documentation Library to other FBIS organizations or contractors at his discretion.

The CCB Chairman will assign responsibility for the maintenance of a portion of the CM Documentation Library to the CCB Secretariat. This maintenance activity will consist of incorporating changes and updates into the master copy of the document, producing new versions or change pages, and disseminating these new versions or change pages to the holders of the document. The CCB Chairman will assign responsibility for the maintenance of other portions of the CM Documentation Library to other FBIS organizations or contractors at his discretion.

3.2 Software Under Configuration Control

All software contained in the FBIS Baseline Configuration will be documented in the FBIS Baseline Configuration Documentation and will be subject to configuration control when delivered. Changes to this software will require CCB or ERB approval.

3.2.1 Software Identification

All software will be identified and tracked by Name and Version Identifier. The Version Identifier will consist of a sequentially rising version number beginning with V1.0. The FBIS Baseline Configuration Documentation will list the Name, Version Identifier, date of installation, specifications, functionality, Interface Control Documents (ICDs) and software maintenance manuals.

3.2.2 Vendor Proprietary Software

The internal configuration of vendor proprietary software will be under the configuration control of the vendor. The CCB or ERB will control and specify the Name and Version Identifier of the vendor proprietary software to be used, its date of installation, all update media, instructions and documentation, and the date of software update installation. The CCB or ERB will also monitor and control the licensing status of all vendor proprietary software.

3.3 Hardware Under Configuration Control

All hardware contained in the FBIS Baseline Configuration will be documented in the FBIS Baseline Configuration Documentation and will be subject to configuration control when delivered. Changes to this hardware will require CCB or ERB approval.

3.3.1 Hardware Identification

All hardware will be identified and tracked by the manufacturer, and model name/number. The FBIS Baseline Configuration Documentation will list the manufacturer, model, revision level, number of units, installed location, and date of installation. The physical dimensions, weight, power/cooling requirements, functionality, ICDs, maintenance manuals, drawings and parts lists for the hardware will also be included where appropriate.

3.3.2 Vendor Off-the-Shelf Hardware

The internal configuration of off-the-shelf hardware will be under the configuration control of the manufacturer. The CCB or ERB will control and specify the manufacturer, model and revision level of all off-the-shelf hardware to be used, its date of installation, all upgrade instructions and documentation, and the date of hardware upgrade installation.

4.0 FBIS CONFIGURATION CONTROL

Configuration Control is the process by which changes to the FBIS Baseline Configuration are initiated, evaluated, approved, implemented and verified. This process ensures analysis of changes that affect requirement, satisfaction and provides for controlled changes to the FBIS Baseline Configuration. Configuration Control requires that no changes be made to any FBIS baseline under configuration control, without the approval of the FBIS CCB or cognizant ERB. The Request for Change (RFC) and the Discrepancy Report (DR) are the two control mechanisms, initiated by any program participant, which drive the entire change process.

4.1 Request For Change

The Request for Change (RFC) is prompted by a desire or a requirement for a change to the current FBIS Baseline Configuration, one topical area per RFC. Refer to the FBIS Operational CM Plan, MPD-000-811, Appendix D for a detailed discussion of RFC preparation.

4.2 Change Classification

There are two levels of changes to the FBIS Baseline Configuration, Class I and Class II Changes. The definitions of Class I and Class II Changes are given below. The final decision as to whether or not a proposed change will be considered a Class I Change rests with the CCB Chairman.

4.2.1 Class I Changes

Class I Changes are any changes to the FBIS Baseline Configuration that:

- Result from anticipated or actual failure to meet requirements.
- Result from new requirements.
- Delete requirements or capabilities.
- Affect the functional, physical or performance characteristics of a configuration controlled item.
- Affect contract cost and/or schedule.
- Affect Government furnished Equipment (GFE) or Government Furnished Property (GFP).
- Make any change to the System Level FBIS Baseline Configuration Documentation.

All Class I Changes require CCB approval prior to implementation.

4.2.2 Class II Changes

Any change to the FBIS Baseline Configuration that is not classified as a Class I Change, is a Class II Change. Class II Changes do not require FBIS CCB approval prior to implementation. Examples of Class II Changes are modifications to contractor specifications which do not directly impact System Level documentation under FBIS CCB control. Such changes are handled at the contractor's CCB during system development, and at the cognizant FBIS ERB during system operations.

4.3 RFC Processing

4.3.1 Class I Changes

Class I Change RFCs will be forwarded to the CCB. ESG will contact and coordinate with any affected organizations, as necessary, to ensure that a complete and comprehensive evaluation of each RFC is performed. For contractor initiated RFCs, the COTR will ensure the development of a recommendation for review by the CCB. For government initiated RFCs, the ESG will ensure the development of a recommendation, with contractor support as required, for review by the CCB.

The CCB Secretariat will log, maintain status and ensure that evaluations are received on each RFC. The Secretariat will also ensure the provision of coordinated recommendations and rationale on each RFC for consideration by the CCB.

The CCB will review each RFC to determine whether to approve, disapprove, or defer implementation of the RFC. If the RFC is approved, the CCB will direct the development and incorporation of the Class I Change into the FBIS Baseline Configuration in accordance with the procedures established by the ERB responsible for that portion of the FBIS Baseline Configuration. If an existing contract will be affected, the CCB may direct the preparation of an Engineering Change Proposal (ECP) for submission to the CCB.

4.3.1.1 Engineering Change Proposal

An ECP is a request to change the scope of an existing contract. This request must be approved by the contractor's program management and issued by their Contracting Officer through the COTR. If an RFC is approved by the CCB Chairman contingent upon the receipt of an ECP not exceeding the Rough Order of Magnitude (ROM) cost provided in the RFC by more than 15%, then the ECP may be implemented without further CCB action. If the cost of the ECP exceeds the RFC ROM cost by more than 15%, then the ECP will be returned to the CCB. The FBIS CCB will then determine whether to approve, disapprove, or defer implementation of the ECP.

4.3.2 Class II Changes

Class II Change RFCs will also be provided to the CCB Chairman. Development and incorporation of Class II Changes into the FBIS Baseline Configuration, in accordance with the procedures established by the ERB responsible for that portion of the FBIS Baseline Configuration, may proceed under implied concurrence. However, the CCB Chairman reserves the prerogative to intervene in this process as deemed necessary. Contractor initiated Class II Change RFCs are subject to the contractor's internal configuration control procedures, and are subject to review and concurrence by the COTR.

4.4 RFC Closure

Each approved RFC is tracked in the RFC database. RFCs will remain in an OPEN state until the modification and documentation associated with the RFC is formally approved by the ERB responsible for that portion of the FBIS Baseline Configuration, and successfully implemented. Only those RFCs which are successfully implemented may be CLOSED. An RFC that has been CLOSED will be included in the next Status Report with a closure notification and will not be listed in subsequent reports. Status Accounting and the Status Reports are discussed further in the next chapter.

4.5 Discrepancy Report

The Discrepancy Report (DR) is prompted by a problem or failure in the baseline configuration, one topical area per DR. Refer to the FBIS Operational CM Plan, MPD-000-811, Appendix C for a detailed discussion of DR preparation.

4.6 DR Processing

DRs will be forwarded to the CCB when the ERB responsible for the affected portion of the FBIS Baseline Configuration determines that a change to CCB controlled software, databases, hardware, facilities or documentation is required. ESG will contact and coordinate with any affected organizations, as necessary, to ensure that a complete and comprehensive evaluation of each DR is performed. ESG will ensure the development of a recommendation, with contractor support as required, for review by the CCB.

The CCB Secretariat will log, maintain status and ensure that evaluations are received on each DR. The Secretariat will also ensure the provision of coordinated recommendations and rationale on each DR for consideration by the CCB.

The CCB will review each DR to determine whether to approve, disapprove, or defer implementation of the corrective action. If the corrective action is approved, the CCB will direct the development and incorporation of the correction into the FBIS Baseline Configuration in accordance with the procedures established by the ERB responsible for that portion of the FBIS Baseline Configuration.

4.7 DR Closure

Each DR is tracked in the DR database. DRs will remain in an OPEN state until the correction and documentation associated with the DR is formally approved by the ERB responsible for that portion of the FBIS Baseline Configuration, and successfully implemented. Only those DRs which are successfully implemented may be CLOSED. A DR that has been CLOSED will be included in the next Status Report with a closure notification and will not be listed in subsequent reports. Status Accounting and the Status Reports are discussed further in the next chapter.

5.0 FBIS CONFIGURATION STATUS ACCOUNTING

In order to assist all personnel involved in configuration management, the CCB Secretariat will maintain status records with sufficient detail so that the history of each configuration controlled item is available.

5.1 Status Reports

The CCB Secretariat will provide all CCB Members and affected program participants with a Status Report on a monthly basis. For each OPEN RFC or DR, the Status Report will provide:

- Number
- Title
- Priority
- Status
- Actionee
- Expected Completion Date
- Required Completion Date (if any)

6.0 FBIS CONFIGURATION AUDITS

Periodically, at the direction of the CCB Chairman, the CCB Secretariat will conduct audits of element configuration management efforts to ensure compliance with this plan. The audits will consist of an announced measurement of conformance of personnel, product, or standards comprising the configuration management system. The audits will be performed to assess the following:

Status and traceability of the implementation of approved changes into the documentation and the related configuration controlled items.

Compliance with configuration management policies, procedures, and practices.

At the conclusion of the audit a report will be sent to the organization audited, outlining the specific items audited, findings of the audit, and agreed-to corrective action, if any. Copies will also be distributed to appropriate levels of FBIS management.

APPENDIX A

FBI'S CCB MEETING PROCEDURES

1.0 FBIS CCB MEETING PROCEDURES

All CCB Members should be present or represented by a cognizant, designated alternate. The CCB Chairman, or the Deputy Chairman in the absence of the Chairman, may elect to proceed without full attendance.

The CCB Chairman will call the meeting to order and briefly reiterate the CCB meeting procedures;

- a) only topics on the announced agenda will be discussed, unless the CCB Chairman agrees to entertain other topics;
- b) the CCB Secretariat will announce each RFC or DR in turn, each will be presented by its proponent, and the floor will be opened for CCB Member discussion;
- c) CCB discussion of each RFC or DR will cease when the CCB Chairman determines that there has been sufficient discussion;
- d) the CCB Chairman has the ONLY vote to approve, disapprove or defer an RFC or DR.

The CCB Secretariat will have custody of the original copies of all RFCs and DRs. The Secretariat or a designated alternate will announce the RFC or DR and hand the original to the Chairman.

After an RFC or DR is announced the proponent should begin with a short description of what the RFC or DR is about (description of change, need for change, and any other information that pertains to why it was written). This short synopsis insures that all persons in attendance know and understand the facts which led to the RFC or DR being submitted. The proponent should include the results of Technical Exchange Meetings (TEM's), the recommendations or requests of any other party, and a final recommendation, based on the summation of the data and circumstances associated with the RFC or DR.

At this point, the floor will be opened for CCB Member discussion, and other parties can agree with what has been reported or recommended, or they can recommend an alternative action.

When the CCB Chairman determines that there has been sufficient discussion of the RFC or DR, the CCB Chairman will call a stop to the discussion and make a decision to:

- a) approve the RFC or DR as is, or
- b) approve the RFC or DR with modifications, or
- c) defer the RFC or DR until more data is available or issues can be researched and resolved (must designate due date and actionee), or
- d) reject the RFC or DR with the CCB Secretariat recording the reason.

The CCB Chairman will announce the decision to the CCB and then pass around the original copy of the RFC or DR so that the CCB Members can record their recommendations on the coverpage.

Appendix B

FBIS DOCUMENTATION IDENTIFICATION

1.0 DOCUMENTATION IDENTIFICATION

Each document under Configuration Control will be identified by a Title, Identification Number and Date of Issue on the title page, beginning with the original issue. The Identification Number and Date of Issue on the document will be updated only when the document is reissued. When a set of change pages is published, the approval date of the initiating RFC or DR will be placed on each change page, and change identification marks will be placed in the right-hand margin. These change identification marks will remain until the next time that page is modified, at which time new markings will be drawn for that page.

1.1 Title of the Document

Each document will be given a unique descriptive title.

1.2 Identification Number

All Modernization Program Documents will be assigned a unique Identification Number using the following format:

MPD-ABB-CCCD

where A is the one character Segment Identifier, BB is the two character Subsystem Identifier, CCC is the three character Document Identifier and D is the one character Revision Letter. These Identifiers shall be used as assigned below:

A = Segment Identifier

0 = Overall	3 = Communications	6 = Unassigned
1 = Headquarters	4 = Transmission	7 = Unassigned
2 = Bureau	5 = Unassigned	8 = RFP
		9 = Program Control

BB = Subsystem Identifier

00 = N/A	04 = Data Management	08 = Collection
01 = Unassigned	05 = Publications	10 = INTERNET
02 = Unassigned	06 = Processing	09 = ROSET
03 = User	07 = Monitoring/Editing	11-99 = Unassigned

CCC = Document Identifier

001-099 = Specifications	500-599 = Installation Plans & Procedures
100-199 = Concept of Operations	600-699 = Test Reports
200-299 = ICDs	700-799 = Facilities
300-399 = Functional Designs	800-899 = Management
400-499 = Test & Verification	900-999 = Engineering

D = Revision Letter

No letter indicates the original version.
 A = First Revision
 B = Second Revision
 etc.

FOREIGN BROADCAST INFORMATION SERVICE
OPERATIONAL CONFIGURATION MANAGEMENT PLAN

MPD-000-811A

1 March 1988

CHANGE LOG

TITLE: FBIS OPERATIONAL CONFIGURATION MANAGEMENT PLAN MPD-000-811A

REV	DATE	PAGES AFFECTED	RFC NO.
A	3/1/88	1, 2, 3, 6, 7, 8, 9, A-2, Appendices B, C, D, E, F	HU-RFC-C-002-88

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1.0 INTRODUCTION

1.1 Purpose

The purpose of this document is to define and establish the organizations, functions, and procedures required to implement Configuration Management for operational FBIS automated and technical systems.

1.2 Scope

This plan encompasses the management structures and procedures required to exercise Configuration Management (CM) for all operational FBIS automated and technical systems.

1.3 Reference Documents

This plan is derived from the following documents and is a subordinate, supporting document. In the event of a conflict between this plan and the referenced documents, the referenced documents will prevail.

D/FBIS MEMO on Configuration Management, dated 22 Feb 1985

FBIS Configuration Management Plan, MPD-000-801

1.4 Overview

FBIS automated and technical system life cycle configuration management concepts and procedures are presented in the FBIS Configuration Management Plan, MPD-000-801. This Operational CM Plan is subordinate to MPD-000-801, and expands the concepts and procedures of MPD-000-801 to address the delivery, transition, operation, maintenance, and enhancement of systems during their operational life cycle. The fundamental concepts addressed are:

- a. Operational Engineering Review Board Functions
- b. Identification of Operational Baselines
- c. Configuration Control of Operational Baselines

Configuration Management disciplines essential to low risk implementation and transition of system deliveries and upgrades are also addressed.

2.0 ORGANIZATION AND RESPONSIBILITIES

As established in MPD-000-801, the FBIS CCB has responsibility and authority to exercise configuration management of all FBIS automated and technical systems during all phases of their specification, development, installation, transition, operation, maintenance and enhancement. In order to exercise operational configuration management of FBIS automated and technical systems, the FBIS CCB Chairman may establish subordinate Engineering Review Boards (ERBs). Each ERB will be tasked with exercising operational configuration management for specific FBIS automated or technical system(s). The identity, area of responsibility, and specific membership of each ERB will be prescribed by the FBIS CCB Chairman and will be published in Appendix A of this plan. The following paragraphs describe an ERB and other supporting organizations.

2.1 Engineering Review Board

Each established ERB will have primary responsibility for providing day-to-day technical and management oversight of its assigned system operational baseline configuration. Each ERB will function as a technical and operational arm of the FBIS CCB. As such, it will be tasked with ensuring that the identity and integrity of the system operational baseline configuration is maintained and that all system facility, software, hardware, documentation, and procedure changes are thoroughly evaluated and properly documented before implementation. Each ERB performs the following functions:

- a. Software and Database System Baseline Configuration Identification and Change Control,
- b. Hardware and Facility Baseline Configuration Identification and Change Control,
- c. Documentation and Procedures Baseline Identification and Change Control,
- d. Discrepancy Report Management,
- e. Request for Change Management,
- f. Build Request Management,
- g. Prioritization of DRs and RFCs, and
- h. Coordination of impacts to CCB controlled baselines.

2.2 ERB Membership

Refer to Appendix A for the charter and membership of each ERB.

2.3 ERB Meetings

Each ERB will meet regularly at the discretion of the ERB Chairman. Unless otherwise stated, ERB meetings are open to all members of FBIS and their consultants when their areas of interest or responsibility are on the agenda. Refer to Appendix B for a description of the specific ERB Meeting Procedures.

2.4 ERB Secretariat

The ERB Secretariat will be responsible for providing administrative support to each ERB in order to facilitate its functions and to implement its directives. The ERB Secretariat reports to the Chairman of each ERB. The ERB Secretariat will:

- a. administer the FBIS Discrepancy Report (DR) system,
- b. administer the FBIS Request for Change (RFC) system,
- c. administer the FBIS Build Request (BR) system,
- d. administer the FBIS Change Control Approval and Tracking System for:
 - Facilities and Hardware
 - Software and Database Systems
 - Documentation and Procedures
- e. prepare agendas and minutes of the meetings, and
- f. track the status of action items.

3.0 OPERATIONAL BASELINE CONFIGURATION IDENTIFICATION

As directed by the cognizant ERB Chairman, the ERB Secretariat, in concert with appropriate FBIS elements and contractors, is responsible for generating an accurate and complete identification of each system technical operational baseline configuration using contractually deliverable documentation, to the extent possible. This baseline configuration will include all operational facilities, hardware, software, database systems, documentation, and procedures which fall under the ERB.

3.1 Operational Software and Database System Baseline Identification

All operational software and database systems baselines will be identified and controlled. These baselines will include:

- a. operating system vendor products and installation-specific parameters,
- b. vendor provided layered products and associated installation procedures and parameter sets,
- c. job/procedure control language files used to initiate and/or control processing or utility functions,
- d. source and executable files and all procedural and support files required to create each executable element from its component source elements,
- e. database definition files and related information including DDL, schema, sub-schema definitions etc.,
- f. fixed data sets, structured or unstructured, necessary to support system operations or to restore the system to a default or restart configuration, and
- g. other elements as necessary or directed by the ERB Chairman.

All operational software and database systems baselines identified in the baseline configuration will be documented in the FBIS Baseline Configuration Document or its component contractually deliverable documentation. The software and database baselines will be subject to configuration control when delivered. Changes to these baselines will require FBIS CCB or ERB approval.

3.2 Operational Hardware and Facility Baseline Identification

All operational hardware and facility baselines will be identified and controlled. These baselines will include:

- a. the hardware manufacturer, model, revision level, number of units, installed location, and date of installation,

3.2 Operational Hardware and Facility Baseline Identification (cont'd)

- b. the physical dimensions, weight, power/cooling requirements, functionality,
- c. the as-built system diagrams (e.g., system power grids, system signal cabling, communications, system HVAC and UPS connections, etc.), and
- d. the as-built facility blue prints, electrical grids, signal cabling grids, phone lines, communications lines, HVAC systems, UPS systems, etc.

All operational hardware and facility baselines identified in the baseline configuration will be documented in the FBIS Baseline Configuration Document or its component contractually deliverable documentation. This documentation will include schematics, interface specifications, maintenance manuals, drawings and parts lists, where appropriate. The hardware and facility baselines will be subject to configuration control when delivered. Changes to these baselines will require FBIS CCB or ERB approval.

3.3 Operational Documentation and Procedures Baseline Identification

All operational documentation and procedures baselines will be identified and controlled. These baselines will include:

- a. procedural and management documentation,
- b. technical documents (e.g., specifications, drawings, plans, and manuals) which define current FBIS operational capabilities, and specified documents which describe new or modified capabilities under development, and
- c. the system baseline configuration document and its component contractually deliverable documentation.

All operational documentation and procedures baselines identified in the system baseline configuration will be documented in the FBIS Baseline Configuration Document or its component contractually deliverable documentation. The documentation and procedures baselines will be subject to configuration control when delivered. Changes to these baselines will require FBIS CCB or ERB approval.

4.0 OPERATIONAL BASELINE CONFIGURATION CONTROL

Configuration Control is the process by which changes to the FBIS baseline configuration are initiated, evaluated, approved, implemented and verified. This process ensures analysis of changes that affect requirement satisfaction and provides for controlled changes to the FBIS baseline configuration. The functions and mechanisms essential to implement operational baseline configuration control of FBIS automated and technical systems are described below. The specific detailed procedures to perform these functions are described in the referenced Appendices to this plan.

4.1 Configuration Control

Configuration Control requires that no changes be made to any FBIS baseline under configuration control, without the approval of the FBIS CCB or cognizant ERB. There are two control mechanisms, initiated by any program participant, which drive the entire change process. The Discrepancy Report (DR) is prompted by a problem or failure in the operational baseline configuration. The Request for Change (RFC) is prompted by a desire or a requirement for a change to the operational baseline configuration.

4.2 Discrepancy Report Management

All problems encountered in the operation, test or analysis of FBIS operational hardware, software, database, facility, documentation, or procedure baselines will be documented in an FBIS Discrepancy Report (DR). The DR serves as the mechanism for reporting and resolving all operational and technical system problems. Each ERB exercises technical review and decision authority for the disposition of all DRs submitted for its system.

The ERB processes each DR from initial review and prioritization, assignment and review of the technical analysis, review of the proposed corrective action, certification of the correctness of maintenance action, authorization of the implementation of corrections, to final closure of the DR.

The ERB Secretariat is responsible for the orderly flow, correctness, status accounting, and quality assurance for all DR processing. The ERB Secretariat is responsible to the ERB Chairman for the timely and accurate processing of all DRs and related information. The ERB Secretariat will ensure that required documentation changes are completed and distributed before the DR is closed.

Refer to Appendix C for a detailed description of Discrepancy Report Processing.

4.3 Request for Change Management

All upgrades and enhancements to the FBIS operational hardware, software, database, facility, documentation, or procedures baselines will be documented in a FBIS Request for Change (RFC). The RFC serves as the mechanism for requesting and incorporating all upgrades and enhancements to the operational system. Each ERB exercises technical review and decision authority for the disposition of all RFCs submitted for its system.

The ERB processes each RFC from initial review and prioritization, assignment and review of the technical analysis, review of the proposed change (including estimated cost and schedule), certification of the correctness of the change, authorization of the implementation and/or installation of the change, to final closure of the RFC.

The ERB Secretariat is responsible for the orderly flow, correctness, status accounting, and quality assurance for all RFC processing. The ERB Secretariat is responsible to the ERB Chairman for the timely and accurate processing of all RFCs and related information. The ERB Secretariat will ensure that required documentation changes are completed and distributed before the RFC is closed.

Refer to Appendix D for a detailed description of Request for Change Processing.

4.4 Prioritization of DR and RFC Effort

The ERB Secretariat will administer a priority assignment and review system for DRs and RFCs on behalf of each ERB. This system accomplishes two major goals:

- a. It discriminates between DRs and RFCs having an immediate and direct impact upon the ability of FBIS organizations to perform their respective missions, Category I; and those that do not have such an impact, Category II.
- b. It provides for the timely review of DRs and RFCs based on their criticality, and a mechanism to upgrade or downgrade priorities on the basis of ERB review and decisions.

Refer to Appendix E for a detailed description of the DR and RFC Priority System.

4.5 Coordination of System Level Impacts

Each ERB has the responsibility to determine whether a proposed RFC would impact any system level specification. In this context, system level specifications include System Requirements specifications, and system level ICDs. If these or other CCB controlled items, such as CCB approved program schedules or budgets, would be affected, the proposed RFC must be reviewed and approved by the FBIS CCB before implementation. Any such change must include identification of all necessary changes to system level documentation.

4.6 Baseline Change Implementation

No change will be made to the controlled version of any FBIS operational baseline configuration without a properly authorized Build Request (BR). BRs are used by the FBIS CCB or the cognizant ERB to authorize the implementation of one or more RFCs or DRs which have been approved by the FBIS CCB or the cognizant ERB. Each BR must also include a description of the procedures to be followed to generate, install, and verify the correctness of the change. Additionally, specific instructions for removing the change, in the event that problems are encountered, must be included. Refer to Appendix F for a detailed description of Build Request Processing.

4.7 Emergency Corrective Action

Emergency corrective action, approved by the cognizant senior FBIS Operations Supervisor, may be taken without a properly authorized Build Request when it is operationally necessary.

5.0 OPERATIONAL BASELINE CONFIGURATION AUDITS

Throughout the system life cycle, the ERB will conduct audits of the baseline configuration to ensure compliance with this plan and with the procedures established to support configuration management of the operational baseline configuration. These audits will consist of a periodic measurement of the conformance of personnel and practices to the established policies, procedures, and instructions comprising the Configuration Management system. These periodic audits will be conducted on a two year cycle and will assess the following:

- a. Verify that the system operational baseline configurations in use agree with the ERB approved system operational baseline configurations, i.e., hardware, software, database systems, facilities, documentation and procedures.
- b. Verify the status of the implementation of approved changes to the system operational baseline configurations.
- c. Verify that configuration management policies, procedures and practices are being followed.

At the conclusion of the audit, a report will be written detailing the specific items audited, findings of the audit, and corrective action required.

6.0 TRANSITIONAL BASELINE CONFIGURATION CONTROL

Major system deliveries and upgrades will normally be accomplished following the typical sequence of development, site integration and testing, formal test and readiness demonstrations, and transition to operations. The system development baseline configuration must be smoothly transitioned to the operational phase. This transition may be complicated by system testing and correction efforts, as well as by any differences between the development contractor's CM procedures and those of FBIS.

6.1 Transition ERBs

The FBIS CCB Chairman may establish Transition ERBs which will be responsible for the oversight of configuration management activities for major system deliveries and upgrades, in order to ensure the technical quality of each delivery, a smooth and orderly transition to operations, and to facilitate the transition to FBIS operational configuration management. The Transition ERB is formed during the site integration and testing activity. Initially it exercises oversight of the development organization's integration and test activity. If the progress of the integration and test activity is nominal, no intervention in the management or conduct of the activity occurs in its early phases. As the development organization begins formal system tests, interface tests, and operational demonstrations, the Transition ERB, in concert with the development organization, ensures that the system baseline for these tests has been properly identified prior to the test. DRs arising from these testing activities are reviewed and prioritized by the Transition ERB based on its assessment of their potential operational impact. The Transition ERB also ensures that subsequent changes to the system baseline are NOT made without appropriate DRs, RFCs, and BRs approved by the Transition ERB. Those changes essential to a successful transition are given top priority and the integrity of the system baseline, as well as the prior test results, will be preserved.

6.2 Transition ERB Membership

A Transition ERB will be chaired by the appropriate ESG Development Manager. The Transition ERB will have membership from appropriate ESG divisions and other FBIS groups. The ERB Secretariat will perform secretariat functions for the Transition ERB.

Appendix A

ERB CHARTERS AND MEMBERSHIP

A1.0 AFS Operational Engineering Review Board

Pursuant to the provisions of the FBIS Operational Configuration Management Plan, MPD-000-811A, the Operational Engineering Review Board is hereby established, effective 29 June 1987. The O/ERB will be responsible for implementing and enforcing baseline configuration identification, management, and change control for all facilities, hardware, software, database systems, documentation and procedures which are a part of the operational Automated FBIS System, from the point in time when these elements first transition to support of FBIS operations until they are retired from active service. The O/ERB will have the authority, subject to review/approval by the FBIS CCB, to identify any AFS element as being part of the AFS operational baseline and as such, under its configuration control.

A1.1 AFS Operational ERB Membership

C/HED will serve as the Chairman of the O/ERB. The C/AFS Branch will be the O/ERB Deputy Chairman and will serve as the Chairman in the absence of the C/HED. The O/ERB Chairman may designate another O/ERB member to act as the Chairman in the absence of both regular Chairmen. The senior FBIS AFS Operations Supervisor will have the authority to act on behalf of the O/ERB when it is operationally necessary to take O/ERB action outside normal working hours. In these cases the O/ERB Chairman will be advised of such actions as soon as possible so that these actions can be reviewed and acted upon at the next O/ERB meeting.

The membership of the O/ERB will be as follows:

Chairman:	C/HED
D/Chairman:	C/AFS Branch
Members:	HED C/USB HED C/EB ADD DC/ADD ADD AFS COTR FED Representative OPS Representative AG Representative PROD Representative AFS Contractor Representative SI Representative ERB Secretariat

A2.0 FBA Engineering Review Board

Pursuant to the provisions of the FBIS Operational Configuration Management Plan, MPD-000-811A, the FBA Engineering Review Board is hereby established, effective 12 January 1987. The FBA ERB will be responsible for implementing and enforcing baseline configuration identification, management, and change control for all facilities, hardware, software, database systems, documentation and procedures which are a part of the operational Field Bureau Automation System, from the point in time when these elements first transition to support of FBIS operations until they are retired from active service. The FBA ERB will have the authority, subject to review/approval by the FBIS CCB, to identify any FBA element as being part of the FBA operational baseline and as such, under its configuration control.

A2.1 FBA ERB Membership

DC/ADD will serve as the Chairman of the FBA ERB. The AFS Bureau Segment Manager will be the FBA ERB Deputy Chairman and will serve as the Chairman in the absence of the FBA ERB Chairman. The FBA ERB Chairman may designate another FBA ERB member to act as the Chairman in the absence of both regular Chairmen. FBIS Bureau Chiefs will have the authority to act during emergency situations. When necessary, Bureau Chiefs will take whatever action is required in order to maintain bureau operations. In these cases the FBA ERB Chairman will be advised of such actions as soon as possible so that these actions can be reviewed and acted upon at the next FBA ERB meeting.

The membership of the FBA ERB will be as follows:

- Chairman: DC/ADD
- D/Chairman: AFS Bureau Segment Manager
- Members:
 - AFS COTR
 - FED Representative
 - HED Representative
 - OPS Representative
 - PROD Representative
 - AFS Contractor Representative
 - SI Representative
 - ERB Secretariat

Appendix B

B1.0 ERB MEETING PROCEDURES

B1.1 Purpose

Each ERB will be tasked with exercising operational configuration management for specific FBIS automated or technical system(s). Each ERB will have primary responsibility for providing day-to-day technical and management oversight of its assigned system operational baseline configuration. Each ERB will ensure that the identity and integrity of the system operational baseline configuration is maintained and that all system facility, software, hardware, documentation, and procedure changes are thoroughly evaluated and properly documented before implementation. Each ERB serves as the focal point for resolving conflicts between operational priorities and the availability of staff or contract resources to support proposed or required maintenance activities.

B1.2 Applicability and Scope

All ERBs established by the FBIS CCB Chairman will follow these general procedures. Specific procedures unique to each ERB will be established by each ERB Chairman within these general procedures.

B1.3 Procedures

The ERB will meet regularly at the discretion of the Chairman. All ERB Members should be present or represented by a cognizant, designated alternate. The ERB Chairman, or the Deputy Chairman in the absence of the Chairman, may elect to proceed without full attendance. The ERB Chairman will call the meeting to order and announce the ERB agenda. The agenda will normally consist of a review of new DRs and RFCs, a review of the status of DRs and RFCs being worked by ERB Members or a contractor, a review of BRs submitted to the ERB, a review of the status of ERB action items, and a period of open discussion.

Each ERB will review and prioritize new DRs and RFCs, and assign the DRs and RFCs for technical investigation based upon the priority of the DR or RFC. The results of the technical investigation will be reviewed by the ERB on or before the assigned due date.

The ERB Members or contractors will present the status of assigned DR/RFC investigation or corrective action efforts. The presenter should begin with a short description of what the DR/RFC is about (description of the problem/change, and any other information that pertains to why the DR/RFC was submitted). This short synopsis insures that all persons in attendance understand the facts which led to this DR/RFC being submitted. The presenter should include the recommendations or requests of any other party, and a final recommendation, based on the summation of the data and circumstances associated with the DR/RFC. Each ERB Member will assist in this effort by providing the ERB Chairman with their advice and recommendation concerning the DR or RFC, adequacy of the corrective action to accomplish the intended objective, the technical acceptability, and any cost or schedule impacts.

B1.3 Procedures (cont'd)

When the ERB Chairman determines that there has been sufficient discussion of the DR or RFC, the ERB Chairman will stop the discussion, make a decision on the disposition of the DR or RFC, and announce the decision to the ERB. The ERB Chairman, subject to CCB Chairman budget, schedule, and policy guidelines, may approve completion of these efforts, alter due dates to reflect changing priorities, and direct follow-up investigation and due dates. The decision authority to approve, disapprove, or defer disposition of any DR or RFC rests solely with the ERB Chairman. The ERB Secretariat will track the status of DR/RFC investigation or corrective action efforts.

The Contracting Officer's Technical Representative (COTR), as a member of the ERB, advises the ERB Chairman as to the availability and adequacy of program maintenance support resources. After approving the corrective or maintenance action, the ERB Chairman will authorize the COTR to provide the corresponding contractual direction to the appropriate contractor.

The ERB requires that the results of all approved DRs or RFCs to the FBIS systems software, database, hardware, facility, procedures or documentation baselines must be documented on a Build Request. BRs will be submitted to the ERB for each resolved DR or RFC prior to implementation. A BR may contain the documentation of more than one resolved DR or RFC. The ERB will review each new BR, verify the priority, and assess the implementation impact on the FBIS systems. If the BR is complete, accurate and ready for implementation, the ERB will approve the BR and authorize implementation of the BR. The ERB will assign an implementation date for the BR based upon the priority of the BR and the system impact entailed in the implementation of the BR. If the BR is not considered to be ready for implementation, the ERB will document the required changes to the BR. The ERB will defer approval of the BR.

The completion of BR implementation will result in ERB closure of the BR. The formal closure of a BR by the ERB will include a listing of the approved DRs or RFCs resolved by the implementation of the BR. Formal closure of the BR will constitute formal closure of these DRs or RFCs. The ERB Secretariat will process the formal BR closure and the ERB will report the closure of the BR in the ERB meeting report.

The ERB Members or contractors will present the status of assigned ERB action items. The ERB Chairman will approve completion of action items, alter action item due dates to reflect changing priorities, assign follow-up action items and due dates and assign new action items and due dates. The ERB Secretariat will track the status of ERB action items.

Each ERB will provide a period of open discussion to provide a forum for general topics of interest to the ERB, such as, ERB policies, provision of maintenance spares, or installation and training schedules.

Appendix C

DISCREPANCY REPORT PROCESSING

C1.0 DISCREPANCY REPORT (DR) PROCESSING

C1.1 Purpose

Standardized discrepancy reporting procedures have been created to enable each ERB to provide efficient and timely technical assistance and support to the FBIS systems. These procedures will provide the FBIS users with a standardized means of reporting problems.

C1.2 Applicability and Scope

The requirements of this appendix apply to the operational FBIS systems which are the responsibility of the ERBs chartered in Appendix A. Personnel involved in the preparation and processing of DRs for the operational FBIS systems are required to follow the procedures in this appendix.

C1.3 Procedures

C1.3.1 Discrepancy Report Submissions

Each ERB requires that all problems encountered in the operation of each FBIS system must be documented on a Discrepancy Report. DRs will be submitted for ERB information and tracking even if the problem has already been corrected. DRs will be submitted for the following conditions:

- a. Any software or database related problem.
- b. Any hardware failure or facility problem.
- c. Any procedure or documentation problem.

The ERB will review DRs, assign priorities and actionees to investigate and resolve discrepancies, review engineering analysis of discrepancies, approve corrective action and authorize implementation of corrective action. The ERB will be responsive to the FBIS system users in the resolution of DRs, but it is incumbent upon the users to initiate the process by submitting the DR.

C1.3.2 Discrepancy Report Format

Each originator is responsible for preparing the DR using the form shown in Figure C1.3.2-1. This form should be filled out as completely and accurately as possible. DRs which do not contain sufficient information can not be processed by the ERB.

C1.3.2.1 Discrepancy Report Number

All DRs will be assigned a DR Number by the ERB Secretariat. This number will uniquely identify the DR for reference in correspondence and the DR database. The DR Number will be specified as follows:

VV-DR-X-YYY-ZZ

where VV is the FBIS Segment digraph, X is the ERB or CCB designator, YYY is a three digit sequential number for each Segment, and ZZ is the two digit year number. Examples of these identifiers are detailed below:

VV = FBIS Segment Digraph

- CO AFS Communications Segment
- HU AFS Headquarters Unclassified Segment
- HC AFS Headquarters Classified Segment
- FC AFS Facilities
- FS AFS Field Segment

X = FBIS Board Designator

- E ERB
- C FBIS CCB

YYY = Sequential Number

A rising sequential number for the FBIS Segment affected by the DR, ranging from 001 to 999. This number is reset at the beginning of a new calendar year.

ZZ = Year Number

The calendar year during which the DR is initiated.

- Examples: CO-DR-E-002-87 Second DR for the Commo Segment submitted to the ERB during 1987.
- HU-DR-C-033-87 33rd DR for the Headquarters Unclassified Segment submitted to the CCB during 1987.

C1.3.2.2 Discrepancy Report Categories

DRs will be designated as either Category I or Category II depending on their impact to the operational FBIS system. Category I DRs are defined as having an immediate and direct impact upon the FBIS system or the ability of FBIS organizations to perform their respective missions. Category II DRs do not have such an impact.

C1.3.2.3 Discrepancy Report Priority

Refer to Appendix E for a description of ERB DR priorities.

C1.3.2.4 Discrepancy Report Instructions

The DR will be completed using the instructions below, which are keyed to Figure C1.3.2-1.

- a. A short descriptive title of the problem.
- b. DR Number (ERB Secretariat use only).
- c. Date Submitted (ERB Secretariat use only).
- d. Category of the DR.
- e. Date and time the problem occurred.
- f. Priority of the DR.
- g. Identify the System and subsystem, such as, AFS HUCS - ATEX.
- h. Identify the Hardware Configuration, if applicable.
- i. Identify the Software Configuration, if applicable.
- j. Identify the Database, if applicable.
- k. If a procedural problem, identify the procedure.
- l. Documents which would be affected by correction of the DR.
- m. Describe operations in progress when the problem occurred.
- n. Identify the workstation or terminal where the problem occurred.
- o. Describe operations completed prior to the problem occurrence.
- p. Originator's name and phone number.
- q. Approval signature of the originator's division chief and date.
- r. Describe the problem completely and concisely.
- s. Describe any trouble shooting/investigation done.
- t. Describe any corrective action taken or work arounds used.
- u. List any references used in trouble shooting the problem.
- v. Describe the level of impact to the system/operations.
- w. List similar occurrences, if any, including DR#.
- x. Name of person who corrected the DR.
- y. ERB Chairman approval of corrective action implementation.

C1.3.3 Discrepancy Report Processing

DRs will be submitted to the ERB Secretariat, where they will be reviewed for completeness, assigned a DR Number, and entered into the DR database. The ERB Secretariat will make any pre-ERB meeting distribution required and add the DR to the ERB agenda. The ERB Secretariat will track the status of DRs and provide periodic and ad hoc reports as required.

The ERB will review each new DR, assign a priority and an actionee to investigate the DR. As part of the review process, the ERB will review the category and priority of the DR to verify that it is appropriate to the criticality of the problem. The actionee will provide the results of the technical investigation of the DR to the ERB by the due date assigned. The ERB will assign the due date based upon the priority of the DR. The ERB will review the results of the technical investigation of the DR and determine the corrective action required. The technical investigation of a DR may indicate that:

- a. Although the system is not exhibiting the desired behavior, it is performing in accordance with specifications. The ERB will declare the DR to be non-discrepant. However, the ERB may decide that the desired system behavior or attribute is a highly desirable new system capability for ERB controlled software, databases, hardware or facilities. In this case, a Request for Change (RFC) is the appropriate mechanism. The ERB will direct the originator to submit an RFC requesting the desired change. The RFC will be processed in accordance with Appendix D of this plan.
- b. A change is required to an ERB controlled operational procedure or an ERB controlled document (e.g., non-system level specifications). ERB approval of the corrective action for the DR will result in ERB direction to the appropriate contractor or FBIS organization to update and distribute the required procedure or document changes.
- c. A change to CCB controlled software, databases, hardware, facilities or documentation is required. The ERB will forward the DR to the FBIS CCB for processing.
- d. A change is required to ERB controlled software, databases, hardware, or facilities to correct the DR and may also require a change to ERB controlled documentation or procedures. ERB approval of the corrective action for the DR will result in ERB direction to the appropriate contractor or FBIS organization to develop, test and implement the required changes as well as update and distribute any required documentation or procedure changes.

The ERB will assign a due date for the completion of the corrective action based upon the priority of the DR and the effort required to complete the corrective action.

C1.3.4 Discrepancy Report Closure

The completion of DR processing will result in satisfying one of the ERB DR closure requirements listed below.

- a. The DR is non-discrepant and no corrective action is required. The ERB will close the DR. If the ERB directed the originator to submit an RFC, the ERB will close the DR upon receipt of the RFC.
- b. The appropriate contractor or FBIS organization has provided a BR to update and distribute the procedure or document changes required to correct the DR. The ERB will close the DR when the BR has been approved and implemented.
- c. The ERB has forwarded the DR to the FBIS CCB for processing and closed the DR.
- d. The appropriate contractor or FBIS organization has developed and tested the software, database, hardware, or facility changes required to correct the DR, updated any required documentation or procedure changes, and submitted a BR to the ERB for approval. The ERB will close the DR when the BR has been approved and implemented.

The completion of BR implementation will result in ERB closure of the BR. The formal closure of a BR by the ERB will include a listing of the approved DRs resolved by the implementation of the BR. Formal closure of the BR will constitute formal closure of these DRs. The ERB Secretariat will process the formal BR closure and the ERB will report the closure of the BR in the ERB meeting report.

Appendix D

REQUEST FOR CHANGE PROCESSING

D1.0 REQUEST FOR CHANGE (RFC) PROCESSING

D1.1 Purpose

Standardized Request for Change procedures have been created to enable each ERB to provide efficient and timely technical assistance and support to the FBIS systems. These procedures will provide the FBIS users with a standardized means of requesting a change.

D1.2 Applicability and Scope

The requirements of this appendix apply to the operational FBIS systems which are the responsibility of the ERBs chartered in Appendix A. Personnel involved in the preparation and processing of RFCs for the operational FBIS systems are required to follow the procedures in this appendix.

D1.3 Procedures

D1.3.1 Request for Change Submissions

Each ERB requires that all desired changes to the operational FBIS systems must be documented on a Request for Change. RFCs will be submitted for all desired changes to the following parts of the FBIS systems.

- a. Any software or database baseline.
- b. Any hardware or facility baseline.
- c. Any procedure or documentation baseline.

The ERB will review RFCs, assign priorities and actionees to investigate the RFCs, review engineering analysis of the requested changes, approve development action and authorize implementation of approved changes. The ERB will be responsive to the FBIS system users in the processing of RFCs, but it is incumbent upon the users to initiate the process by submitting the RFC.

D1.3.2 Request for Change Format

Each originator is responsible for preparing the RFC using the form shown in Figure D1.3.2-1. This form should be filled out as completely and accurately as possible. RFCs which do not contain sufficient information can not be processed by the ERB.

D1.3.2.1 Request for Change Number

All RFCs will be assigned an RFC Number by the ERB Secretariat. This number will uniquely identify the RFC for reference in correspondence and the RFC database. The RFC Number will be specified as follows:

VV-RFC-X-YYY-ZZ

where VV is the FBIS Segment digraph, X is the ERB or CCB designator, YYY is a three digit sequential number for each FBIS Segment, and ZZ is the two digit year number. Examples of these identifiers are detailed below:

VV = FBIS Segment Digraph

CO	AFS Communications Segment
HU	AFS Headquarters Unclassified Segment
HC	AFS Headquarters Classified Segment
FC	AFS Facilities
FS	AFS Field Segment

X = FBIS Board Designator

E	ERB
C	FBIS CCB

YYY = Sequential Number

A rising sequential number for the FBIS Segment affected by the RFC, ranging from 001 to 999. This number is reset at the beginning of a new calendar year.

ZZ = Year Number

The calendar year during which the RFC is initiated.

Examples: CO-RFC-E-002-87 Second RFC for the Commo Segment submitted to the ERB during 1987.

HU-RFC-C-033-87 33rd RFC for the Headquarters Unclassified Segment submitted to the CCB during 1987.

D1.3.2.2 Request for Change Priority

Refer to Appendix E for a description of ERB RFC priorities.

D1.3.2.3 Request for Change Instructions.

The RFC will be completed using the instructions below, which are keyed to Figure D1.3.2-1.

- a. A short descriptive title of the desired change.
- b. RFC Number (ERB Secretariat use only).
- c. Contract Number of affected contract, in any.
- d. Date Logged (ERB Secretariat use only).
- e. Priority of the RFC.
- f. Organization requesting the change.
- g. Approval signature of the originator's division chief and date.
- h. Originator's name and phone number.
- i. Documents which would be affected by implementation of the RFC.
- j. Description of the factors causing the need for the change.
- k. Description of the proposed change.
- l. Estimated cost and schedule impacts if the RFC is implemented, if known.
- m. Date Closed (ERB Secretariat use only).
- n. Result (ERB Secretariat use only).
- o. Engineering Review Board Comments (ERB Secretariat use only).
- p. Status (ERB Secretariat use only).
- q. Due Date (ERB Secretariat use only).
- r. Actionee (ERB Secretariat use only).
- s. Status Msg (ERB Secretariat use only).
- t. Date Closed (ERB Secretariat use only).

FBIS

Request for Change

Title: a

RFC No.: b

Contract No.: c

Date Logged: d

Priority: e

Proponent of RFC: f

Approval for Submittal: g

Date: g

Originator: h

Telephone Number: h

Affected Documents: i

Title:

Number:

Need for Change: j

Description of Change: k

Cost/Schedule Impact: l

Date Closed: m

Result: n

Board Comments: o

Status: p

Due Date: q

Actionee: r

Status Msg: s

Date Closed: t

Figure D1.3.2-1

D1.3.3 Request for Change Processing

RFCs will be submitted to the ERB Secretariat, where they will be reviewed for completeness, assigned an RFC Number, and entered into the RFC database. The ERB Secretariat will make any pre-ERB meeting distribution required and add the RFC to the ERB agenda. The ERB Secretariat will track the status of RFCs and provide periodic and ad hoc reports as required.

The ERB will review each new RFC, assign a priority and an actionee to investigate the RFC. As part of the review process, the ERB will review the priority of the RFC to verify that it is appropriate to the criticality of the change. The actionee will provide the results of the technical investigation of the RFC to the ERB by the due date assigned. The ERB will assign the due date based upon the priority of the RFC. The ERB will review the results of the technical investigation of the RFC. The technical investigation of an RFC may indicate that:

- a. A change to ERB controlled operational procedures or documentation (e.g., non-system level specifications) is desired. ERB approval of the RFC would result in ERB direction to the appropriate contractor or FBIS organization to update and distribute the required procedure or documentation changes.
- b. A change to ERB controlled software, databases, hardware, or facilities is desired. Approval of the RFC may also require a change to ERB controlled documentation or procedures. ERB approval of the RFC would result in ERB direction to the appropriate contractor or FBIS organization to develop, test and implement the desired change as well as update and distribute any required procedure or documentation changes.
- c. A change to CCB controlled software, databases, hardware, facilities, or documentation is desired. The ERB will forward the RFC to the FBIS CCB for processing.

If ERB approval of the RFC results in ERB direction to a contractor, the ERB will direct the contractor to submit a proposal providing cost and schedule estimates for the development of the desired change. The ERB will also assign a due date for submission of the proposal. If the cost and schedule estimates are approved by the ERB and the COTR, the contractor will be directed to develop, test, and implement the desired change, as well as update and distribute any required procedure or documentation changes. The ERB will assign a due date for the completion of the change development action based upon the priority of the RFC and the effort required to complete the change development action.

The ERB, subject to CCB Chairman budget, schedule, and policy guidelines, may approve, disapprove, or defer the RFC for consideration at a later date.

D1.3.4 Request for Change Closure

The completion of RFC processing will result in satisfying one of the ERB RFC closure requirements listed below.

- a. The appropriate contractor or FBIS organization has provided a BR to update and distribute the procedure or document changes required to implement the RFC. The ERB will close the RFC when the BR has been approved and implemented.
- b. The appropriate contractor or FBIS organization has developed and tested the software, database, hardware, or facility changes required to implement the RFC, updated any required procedure or documentation changes, and submitted a BR to the ERB for approval. The ERB will close the RFC when the BR has been approved and implemented.
- c. The ERB has forwarded the RFC to the FBIS CCB for processing. The ERB will close the RFC.
- d. The ERB has disapproved the RFC. The ERB will close the RFC when disapproved.

The completion of BR implementation will result in ERB closure of the BR. The formal closure of a BR by the ERB will include a listing of the approved RFCs resolved by the implementation of the BR. Formal closure of the BR will constitute formal closure of these RFCs. The ERB Secretariat will process the formal BR closure and the ERB will report the closure of the BR in the ERB meeting report.

Appendix E

PRIORITY SYSTEM

E1.0 PRIORITY SYSTEM

E1.1 Purpose

The purpose of this appendix is to establish a standard priority system for use in the preparation and processing of all DRs and RFCs for the operational FBIS systems.

E1.2 Applicability and Scope

The requirements of this appendix apply to the operational FBIS systems which are the responsibility of the ERBs chartered in Appendix A. Personnel involved in the preparation and processing of all DRs and RFCs for the operational FBIS systems will prioritize DRs and RFCs in accordance with this appendix.

E1.3 Procedures

The ERB requires that priorities be assigned to all DRs and RFCs by the originator. The assignment of a priority provides the ERB with an indication of how critically the DRs and RFCs are viewed by the originator. Priorities will be reviewed by the ERB and evaluated to verify that they are appropriate to the criticality of the change. If the ERB changes the priority the originator will be notified.

E1.3.1 Priorities

There are four priority levels in the ERB priority system. RFCs may be assigned any one of the four priorities. Category I DRs may be assigned only priorities A, and B. Category II DRs may be assigned only priorities B, C, and D. The four priorities are described below.

Priority

Definition

- A All conditions related to an imminent threat to the safety of the operators/users of the FBIS systems or a situation so severe that operations cannot continue.

Such conditions are critical and their correction has absolute priority. All other activities of the system support organization will be curtailed if they interfere. System maintenance resources will be applied in the most expeditious manner.

- B All conditions related to maintaining the existing FBIS systems capabilities and correcting performance deficiencies which impact the quality and quantity of the FBIS product and its timely production and delivery.

Such conditions are urgent and will be corrected as soon as practical, consistent with the urgency of the situation.

E1.3.1 Priorities (cont'd)

Priority	Definition
----------	------------

C All conditions related to operational efficiency and improvements.

The resolution of such conditions is routine and will be accomplished in a timely fashion.

D Those activities related to documentation updates, and other changes which have no direct impact on operations.

Such activities are routine and will be accomplished on a not to interfere basis with other activities.

All DRs and RFCs must be assigned a priority. No set of definitions covers all situations, and the definitions above should be considered as explanatory and not exclusive. Conditions not covered by the definitions, will be assigned a priority by the ERB Chairman. Only the ERB Chairman may assign Priority A to conditions not covered by the definition above.

Appendix F

BUILD REQUEST PROCESSING

F1.0 BUILD REQUEST (BR) PROCESSING

F1.1 Purpose

Standardized Build Request procedures have been created to enable each ERB to provide efficient and timely technical assistance and support to the FBIS systems. These procedures will provide a standardized means of documenting and installing approved changes and corrections to the FBIS systems.

F1.2 Applicability and Scope

The requirements of this appendix apply to the operational FBIS systems which are the responsibility of the ERBs chartered in Appendix A. Personnel involved in the preparation and processing of BRs for the operational FBIS systems are required to follow the procedures in this appendix.

F1.3 Procedures

F1.3.1 Build Request Submissions

The ERB requires that the results of all approved DRs or RFCs to the FBIS systems software, database, hardware, facility, procedures or documentation baselines must be documented on a Build Request. BRs will be submitted to the ERB for each resolved DR or RFC prior to implementation. A BR may contain the documentation of more than one resolved DR or RFC. The ERB will review BRs, verify priorities and completeness, and authorize implementation of the results of all approved DRs or RFCs to the FBIS systems.

F1.3.2 Build Request Format

Each originator is responsible for preparing the BR using the form shown in Figure F1.3.2-1. This form should be filled out completely and accurately. BRs which do not contain sufficient information will not be approved by the ERB.

F1.3.2.1 Build Request Number

All BRs will be assigned a BR Number by the ERB Secretariat. This number will uniquely identify the BR for reference in correspondence and the BR database. The BR Number will be specified as follows:

VV-BR-X-YYY-ZZ

where VV is the FBIS Segment digraph, X is the ERB or CCB designator, YYY is a three digit sequential number for each FBIS Segment, and ZZ is the two digit

F1.3.2.1 Build Request Number (cont'd)

year number. Examples of these identifiers are detailed below:

VV = FBIS Segment Digraph

CO	AFS Communications Segment
HU	AFS Headquarters Unclassified Segment
HC	AFS Headquarters Classified Segment
FC	AFS Facilities
FS	AFS Field Segment

X = FBIS Board Designator

E	ERB
C	FBIS CCB

YYY = Sequential Number

A rising sequential number for the FBIS Segment affected by the BR, ranging from 001 to 999. This number is reset at the beginning of a new calendar year.

ZZ = Year Number

The calendar year during which the BR is initiated.

Examples: CO-BR-E-002-87 Second BR for the Commo Segment submitted to the ERB during 1987.

HU-BR-E-033-87 33rd BR for the Headquarters Unclassified Segment submitted to the ERB during 1987.

F1.3.2.2 Build Request Priority

Each BR will be assigned a priority. The BR priority will be the same as the highest priority of any resolved DR or RFC which is documented by the BR.

F1.3.2.3 Build Request Instructions

The BR will be completed using the instructions below, which are keyed to Figure F1.3.2-1.

- a. A short descriptive title of the BR.
- b. BR Number (ERB Secretariat use only).
- c. Contract Number of affected contract, in any.
- d. Date Logged (ERB Secretariat use only).
- e. Priority of the BR.
- f. Originator's name and phone number.
- g. Indicate the type of change.
- h. System/Subsystem affected by implementation of the BR.
- i. Component affected by implementation of the BR.
- j. System impact created by implementation of the BR.
- k. Documents which would be affected by implementation of the BR.
- l. Description of the changes included in the BR.
- m. Installation procedures.
- n. Verification procedures.
- o. Results of Verification procedures.
- p. Acceptance signature of system operator/administrator.
- q. Backout procedures.
- r. ERB Chairman Approval signature and date.
- s. Engineering Review Board Comments (ERB Secretariat use only).

**FBIS
Build Request**

Title: a					
BR No.: b			Contract No.: c		
Date Logged: d			Priority: e		
Originator: f			Telephone Number: f		
Type Change: g Software Hardware Facility Procedure Documentation					
System/Subsystem Affected: h					
Component Affected: i					
System Impact: j					
Affected Documents: k					
Title:		Number:			
Description of Change: l (Include DRs/RFCs resolved)					
Installation Procedures: m					
Verification Procedures: n					
Result: o			Acceptance: p		
Backout Procedures: q					
ERB Chairman Approval: r			Date: r		
Board Comments: s					

Figure F1.3.2-1

F1.3.3 Build Request Processing

BRs will be submitted to the ERB Secretariat, where they will be reviewed for completeness, assigned a BR Number, and entered into the BR database. The ERB Secretariat will make any pre-ERB meeting distribution required and add the BR to the ERB agenda. The ERB Secretariat will track the status of BRs and provide periodic and ad hoc reports as required.

The ERB will review each new BR, verify the priority, and assess the implementation impact on the FBIS systems. If the BR is complete, accurate and ready for implementation, the ERB will approve the BR and authorize implementation of the BR. The ERB will assign an implementation date for the BR based upon the priority of the BR and the system impact entailed in the implementation of the BR. If the BR is not considered to be ready for implementation, the ERB will document the required changes to the BR. The ERB will defer approval of the BR.

F1.3.4 Build Request Closure

The completion of BR implementation will result in ERB closure of the BR. The formal closure of a BR by the ERB will include a listing of the approved DRs or RFCs resolved by the implementation of the BR. Formal closure of the BR will constitute formal closure of these DRs or RFCs. The ERB Secretariat will process the formal BR closure and the ERB will report the closure of the BR in the ERB meeting report.