

Air Force Life Cycle Management Center

Standard Process

For

*Configuration Change Management (CCM)*

Process Owner: AFLCMC/EZSC

Date: 21 November 2024

Version: 5.0

Record of Changes. This page summarizes the changes from each revision of the process to the next. Revision numbering starts with 1.0. Minor changes are annotated by changing the second digit, i.e., the first minor change after the basic document would be recorded as “1.1.” Major changes are annotated by changing the first digit, i.e., the first major change after release of the basic document would be numbered as “2.0.” Example:

|  |
| --- |
| **Record of Changes** |
| Version | Effective Date | Summary |
| 1.0 | 6 March 2014 | Standard process was reviewed and approved by S&P Board on 6 Mar 2014. |
| 2.0 | 19 November 2015 | This process was updated to include further definition as obtained from lessons learned since initial implementation and approved by S&P Board on 19 Nov 2015. |
| 2.1 | 22 January 2016 | Administrative change - corrected format issues with the Table of Contents and process flows. |
| 2.2 | 8 April 2016 | Changed title of document from Configuration Control to Change Control. |
| 2.3 | 19 April 2017 | Administrative updates. Incorporated reference to GEIA-HB-649A, Configuration Management Handbook Implementation Guide.  |
| 2.4 | 12 July 2018 | Administrative updates. Updated AFMCI 21-402 reference; applied page numbers to attachments.  |
| 2.5 | 21 November 2019 | Terms updated due to publication of EIA-649C include Class I and Class II change to Major and Minor and Variances; Forms updated. |
| 3.0 | 18 Nov 2021 | This process was revised to resolve all the 2020 annual review CRM comments. Many of the process flows that were added in 2015 were confusing and incomplete. Cybersecurity and Digital Engineering information were added. All references were updated and a new WBS was created to support the revised configuration change management process flow. Changed title of document from Change Control to Configuration Change Management to bring the process in line with EIA-649C. Approved at 18 Nov 2021 SP&P Group. |
| 4.0 | 17 November 2022 | This process was revised to include AW review assessment information. Process Flowchart and WBS were updated for clarification. WBS attachment was updated to be consistent with Table 2. Acronyms List and References to Law, Policy, Instructions or Guidance were updated. Added four new terms to the Definitions section. Administrative updates. Approved at 17 Nov 22 SP&P Group. |
| 5.0 | 21 November 2024 | The process underwent a revision to consolidated paragraphs with duplicative information, improve Figure 1, Process Flowchart and Table 2, Work Breakdown Structure (WBS) for better clarity. The WBS attachment was updated to align with Table 2. Program Office Integrated Product Team roles and responsibilities were updated. References to Law, Policy, Instructions, or Guidance were updated, along with relevant links. |

**TABLE OF CONTENTS**

[1.0 Description 5](#_Toc114225415)

[2.0 Purpose 7](#_Toc114225416)

[3.0 Entry/Exit Criteria and Inputs/Outputs 7](#_Toc114225417)

[4.0 Process Workflow and Activities. 9](#_Toc114225418)

[5.0 Process Measurement. 14](#_Toc114225419)

[6.0 Roles and Responsibilities. 15](#_Toc114225420)

[7.0 Tools 19](#_Toc114225421)

[8.0 Training 20](#_Toc114225422)

[9.0 Definitions, Guiding Principles and/or Ground Rules & Assumptions 21](#_Toc114225423)

[10.0 References to Law, Policy, Instructions or Guidance 26](#_Toc114225424)

# Description

* 1. Configuration change management (CCM) is a fundamental aspect of Configuration Management (CM) practices that emphasizes controlling and documenting changes to established weapon system configuration baselines, including hardware, software, firmware, and associated documentation. The goal is to maintain consistency in a product's performance, functional, physical attributes, requirements, design, and operational information throughout its life cycle. The CCM process ensures changes to and deviations from a configuration baseline are properly identified, recorded, evaluated, dispositioned, and incorporated as appropriate. Changes are analyzed for potential impacts to cybersecurity and airworthiness and addressed accordingly. Various access restrictions, such as access controls, process automation, abstract layers, change windows, and verification and audit activities, are used to prevent unauthorized and undocumented changes to programs. The primary objective is to establish a secure and cost-effective environment that supports mission and business processes while protecting against unauthorized changes and significant threats. This Standard Process describes the high-level actions to identify, record, evaluate, disposition, and implement an approved Change Action (CA). Digital transformation should be implemented, to include Model Based Systems Engineering (MBSE) when applicable to the program’s Acquisition Strategy (AS), Intellectual Property Strategy (IPS), Sustainment Strategies (SS), Systems Engineering Plan (SEP), and product support and logistics requirements.
	2. This document describes the process of maintaining configuration information and its technical baselines by applying change management, also known as configuration or change control, as referenced in MIL-HDBK-61B, EIA-649C, GEIA-HB-649A, and NIST SP 800-128. Change management begins when the configuration information or technical baselines are established and approved. There are three distinct (functional, allocated, and product) technical baselines that are developed and placed under configuration control. See above references for additional information about configuration information, technical baselines, and change management.
	3. The organization requesting a change to an approved configuration technical baseline will present a Change Request (CR) to the Program Office (PO). The requesting organization (using command, PO or the contractor) may initially present a draft CR for review. The PO will validate the need and process the approval to move forward with a formal Change Action (CA). Once validated, a formal CA will be developed and provided to the PO for evaluation. The CA will be reviewed by the program’s Configuration Control Board (CCB). A recommendation will be presented to the CCB chairperson to approve, disapprove, or defer the CA. The CA shall be tracked from initiation through implementation by appropriate stakeholders and evidence of implementation provided to the configuration manager or Responsible Technical Authority (RTA) for closure of the CA. Data pertaining to the CA and its implementation will be archived after its closure.
	4. Using a CR for informal communication regarding a potential change may be useful prior to expending resources on preparation of a formal CA. Formal CAs can be driven from approved configuration technical baselines, modifications, Deficiency Reporting (DR), engineering orders, or other approved sources for changing technical data or baselines. These approved changes may drive the need for an Engineering Change Proposal (ECP) or (permanent or temporary) modification proposal to be implemented. For example, Technical Order (TO) 00-35D-54 requires open approved DRs awaiting ECP or fix verification to be reviewed quarterly to ensure they are on schedule to be accomplished.
	5. Cyber threats present a risk to all Department of Defense (DoD) weapon systems, information systems, and software. All Air Force Life Cycle Management Center (AFLCMC) systems must incorporate cybersecurity requirements, in accordance with Department of Defense Instruction (DoDI) 8500.01. A cybersecurity assessment will be performed on all CRs and CAs to evaluate any potential impacts to the cybersecurity posture. The program’s assigned Information System Security Manager (ISSM) will conduct the assessment. This assessment will be done in accordance with the *AFLCMC Standard Process for Cybersecurity Assessment and Authorization*.
	6. Department of the Air Force Instruction (DAFI) 62-601 states that all configuration, usage, operating envelope, and service life changes require an assessment of whether the air system modification is airworthiness-related. To meet this requirement, an airworthiness assessment will be performed on all CRs and CAs IAW DAFI 62-601 and Technical Airworthiness Authority (TAA)-issued Airworthiness Bulletins (AWB) maintained by the United States Air Force Airworthiness Office (AFLCMC/EZZ). If a modification is considered AW-related and requires a TAA-issued airworthiness approval, the assessment will be performed in accordance with the *AFLCMC Standard Process for TAA-Issued Airworthiness Approvals for New Air Systems and Reportable Modifications to Air Systems*.
	7. DoDI 5000.88 states that the program’s system engineering branch will implement a digital configuration management approach and use automated tools to establish, control, and monitor product attributes and technical baselines across the total weapon system, information system, and software life cycle. These tools will identify, document, audit, and control schedule, cost, functional, physical, and performance characteristics of the system design . These tools will track any changes (e.g., a dynamic change log for in and out-of-scope changes, formal engineering changes), and provide an audit trail (status accounting) of program design decisions and design modifications.
	8. For those programs transitioning to a digital approach configuration management will gradually shift from a manual, document-centric process to an automated, data-centric process. Digital transformation should be implemented, to include Model Based Systems Engineering (MBSE) when applicable to the program’s Acquisition Strategy (AS), Intellectual Property Strategy (IPS), Sustainment Strategies (SS), Systems Engineering Plan (SEP), and product support and logistics requirements.

# Purpose

* 1. The creation of AFLCMC brought various ways of accomplishing changes under one center. Creating a standard process that can be used by each AFLCMC organization throughout the life cycle of the product will provide basic consistency to maintain and control configuration technical baselines. This standard process is mandatory for all AFLCMC organizations. Organizations can utilize their local CCM processes outlined in local or organizational government configuration management plan as long as they adhere to the intent of this standard process.

# 3.0 CCM Entry/Exit Criteria and Inputs/Outputs

1. Entry Criteria
	* 1. An approved functional, allocated, and/or product configuration technical baseline.
		2. CA recommending a change to the approved configuration technical baselines. Changes that enter the process can include:
			1. A proposed temporary modification for a short-term operational mission requirement change (T-1) along with a completed AF Form 1067, *Modification Proposal*, requesting approval, or a change to the developmental and/or test capabilities (T-2). Original Equipment Manufacturers (OEMs) can also request a T-2 modification via Contract Data Requirements List (CDRL). See AFMCI 21-126 for further details and application instructions for T-2 modifications.
			2. An ECP proposing a change to the configuration technical baseline. An ECP is a management tool used to propose a configuration change to a Configuration Item (CI) and its government-baselined performance requirements and configuration documentation during an acquisition program. DD Form 1692, *Engineering Change Proposal (ECP),* contains all the information required to submit an ECP. During sustainment activities, when the government is performing a modification, an ECP may not be required when there is no contractor involved. See Para 3.1.2.6 below for other data that could be used to recommend changes to the configuration technical baselines.
			3. A Request for Variance (RFV) is used to temporarily depart from a particular requirement or a specific item’s approved configuration information for a specific number of units and/or a specified period of time. Variances do not change the approved recorded baseline; rather, they record acceptance of an item that does not comply with the approved baseline information and does not significantly degrade the performance of the item. Variances are requested by contractors prior to, during, or after item manufacture. Variances requested during or after manufacture were formerly called deviation and waiver. MIL-HDBK-61B, EIA-649C, and GEIA-HB-649A use the term variance to describe both deviations and waivers. DD Form 1694, *Request for Variance (RFV),* contains all the information required to submit an RFV.
			4. An approved and completed AF Form 1067, *Modification Proposal*, requesting a (permanent or temporary) modification. AFLCMC/EZSC recommends that for all AF Form 1067s with signed Part IIIs, PO will organically complete Part IV (per Air Force Instruction (AFI) 10-601and related guidance) and return the document to the using command for Part V completion. Obligation of investment funding and/or engagement with PO’s CCB (to include AFTO Form 872, *Configuration Control Board Approval Document*, signature) will not be completed until receipt of a Part V-signed AF Form 1067. See DAFI 63-101/20-101 for further information and application.
			5. A Contract Change Proposal (CCP) is a contract change that has the potential to impact the contract cost, schedule, or performance. A CCP shall not be used to change a configuration technical baseline. To ensure that configuration technical changes to baselines are not included in a CCP, the CA should be reviewed by the program’s engineering and Configuration/Data Management (C/DM) offices to determine that a configuration technical baseline is not affected. A CCP should be issued in accordance with the CDRL requirements listed in the contract. If it is determined that the CCP is the correct form, the CA will be processed through the program internal procedures for processing CCPs.
			6. An Air Force Materiel Command (AFMC) Form 3925, *Engineering Order,* is an acceptable method to address configuration technical baseline changes. Ensure they are properly processed in accordance with Air Force Materiel Command Instruction (AFMCI 21-401). Additionally, TO changes may be utilized as an entry criterion to process changes for sustainment programs.
	1. Exit Criteria
		1. CCB chairperson decision to approve, disapprove, or defer the CA.
		2. A signed AFTO Form 872, AFMC Form 244 (*T-2 Modification Configuration Control Board Directive*), or equivalent Configuration Control Board Directive (CCBD).
		3. Direction to process a CA in accordance with PO internal procedures, in line with this standard process.
		4. Approved evidence of CA implementation.
		5. Approved evidence of corrective action on a product granted a variance or removal of a temporary change to return all units or products back to compliance with current product technical baselines.

# 4.0 Process Workflow and Activities.

1. Suppliers, Inputs, Process, Outputs, Customers (SIPOC), **Table 1**

**Table 1. SIPOC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Suppliers** | **Inputs** | **Process** | **Outputs** | **Customers** |
| Contractor, Using Command, PO IPT | Informal CR | Classify CR | Validate CR and classification | PO IPT |
| PO IPT | CR Approval | Prepare and formally present CA | Formal CA | Responsible Configuration Manager |
| Responsible Configuration Manager | Distributed CA | Review/Comment on CA; Provide recommendation | Comments/Recommendations | CCB |
| CCB | Authority to proceed | Monitor implementation | Evidence ofcompletion | Responsible Configuration Manager |

* 1. Process Flowchart. The process flowchart, Figure 1, represents the CCM process.

**Figure 1. Configuration Change Management Process Flowchart**

* 1. Work Breakdown Structure (WBS). The WBS, Table 2, provides details for the CCM process flowchart activities. The full WBS with more detail is available in Attachment 1.

**Table 2. WBS**

| Lvl | WBS | Activity | Description | OPR | Time |
| --- | --- | --- | --- | --- | --- |
| 1 | 1.1 | Receive CR  | When a proposed change to an approved baseline has been identified, the requirement must receive approval authority to proceed with the change.  | Configuration Manager or RTA | 1 Day |
| 1 | 1.2 | CR assessment  | A review of the identified change, including type and classification is completed. The requesting organization is notified to proceed with formal CA, or the request is denied.  | Configuration Manager, PM, and RTA | 1 Day |
| 1 | 1.3 | CR Go-Ahead  | A decision is made regarding whether to move forward with the proposed change. If so, the requesting organization is notified to proceed with a formal CA. If not, the request is denied. | Configuration Manager, PM, or RTA | 1 Day |
| 1 | 1.4 | CR Closed | A decision is made to close out the CR.  | PM or RTA | 1 Day |
| 1 | 1.5 | CR on hold and monitor status | The proposed CR is placed on hold and is monitored by the PO.  | Configuration Manager or RTA | 1 Day |
| 1 | 1.6 | Close and reject CR | The CR is officially closed out and the reason for its denial is recorded by the PO.  | Configuration Manager | 1 Day |
| 1 | 1.7 | Develop CA  | A CA is developed and provided to the approving organization for review and disposition. The type of CA will be determined by the CR that was validated and approved. A CA can be presented as an ECP, RFV, CCP or a Modification. | Contractor, Using Command, or RTA | 30 Days |
| 1 | 1.8 | CA Presented  | A formal CA is presented for the PO and functional staff to review.  | Contractor or Using Command | 1 Day |
| 1 | 1.9 | Cybersecurity Assessment | Cybersecurity assessment is performed IAW AFLCMC Standard Process for Cybersecurity.  | ISSM | 7 Days |
| 1 | 1.10 | Airworthiness Assessment | Airworthiness assessment is performed IAW DAFI 62-601 and Technical Airworthiness Authority (TAA)-issued Airworthiness Bulletins (AWB). | CE | 7 Days |
| 1 | 1.11 | CA Classification | The classification level of the technical configuration change is presented.  | Configuration Manager, RTA and PM  | 2 Days |
| 1 | 1.12 | Concur on classification  | The classification level of the CA is determined and concurred, and the subsequent course of action is then determined based on that determination.  | Configuration Manager, RTA, change implementation monitor, and PM | 1 Day |
| 1 | 1.13 | CA distributed to PO IPT for review | The formal CA is released to the PO Integrated Product Team (IPT) for review. | Configuration Manager | 1 Day |
| 1 | 1.14 | PO IPT review | The PO IPT is comprised of subject matter experts from the program organization that review and provide comments to the CA and CCB Documentation. The IPT should consist of, but not be limited to representatives from logistics, training, engineering, production management, contracting, finance, configuration management, test, cybersecurity, and other program related functional disciplines.CCB documentation is finalized in preparation for the CCB. | PO IPT  | 20 Days |
| 1 | 1.15 | CCB review  | CCB members are responsible for advising the CCB chairperson. The functional staff make up the CCB membership. They should consist of, but not be limited to representatives from logistics, training, engineering, production management, contracting, finance, configuration management, test, cybersecurity, and other program related functional disciplines. CCB membership is identified by the CCB charter.The CA is presented to the CCB Chairperson for disposition. The purpose of a CCB is to disposition all CA to any configuration baseline (adding, deleting, or modifying requirements). | Functional staff (CCB membership)Configuration Manager, RTA, PM  | 20 Days |
| 1 | 1.16 | CCB disposition | The CCB chairperson makes a decision to approve, disapprove, or defer the CA. CCBs are chaired by the PM (unless delegated in the CCB charter) who has the authority to disposition changes and commit resources for the program, within defined fiscal limits. The evaluation and disposition of a change may require the participation of multiple change approval authorities, such as the original equipment manufacturer and the government Point of Contact (POC). | Configuration Manager and CCB Chairperson | 1 Day |
| 1 | 1.17 | Approval notification  | Notification of CA approval is issued by a signed and approved CCBD (AFTO Form 872, AFMC Form 244, or equivalent).  | Configuration Manager and Contracting | 1 Day |
| 1 | 1.18 | Exit to External Process and Monitor Change | The CCM process interacts with external processes that are not part of the CCM process but are provided to help explain the activities that need to occur for a change to be fully implemented. The CA is monitored until implementation. e.g., An approved CA that is part of an active contract must be incorporated into a contract modification to finalize the documentation for the change. | Contracting, Configuration Manager, or change implementation monitor | External process is not tracked in the CA metrics |
| 1 | 1.19 | Validate CA has been Implemented | Once official evidence of the implementation of the CA from external processes is received, the CA documentation will be updated, and the CA can be considered complete. This means that the documentation will reflect the current state of the change, including any updates or modifications that were made during the implementation process. The completion of the CA can only be confirmed once official evidence of the implementation has been received, and the documentation has been updated accordingly. This ensures that the change is fully documented and that there is a clear record of its implementation.  | Contracting, Configuration Manager, RTA, or change implementation monitor | 30 Days  |
| 1 | 1.20 | Update rejected CA | Notification that the CA has been disapproved is issued by a signed CCBD (AFTO Form 872, AFMC Form 244, or equivalent).A decision is made whether to request that the disapproved CA be updated and reissued or to close it. | Configuration Manager or RTA | 1 Day |
| 1 | 1.21 | Disapproval notification/request update | The PO will notify the requestor of the disapproval and request that the CA be updated and reissued. | Configuration Manager and Contracting  | 1 Day |
| 1 | 1.22 | Government notification | The PO notifies the requestor that the CA has been disapproved | Configuration Manager, Contracting | 1 Day |

# 5.0 Process Measurement.

AFLCMC requires a CCM SMART (Specific, Measurable, Achievable, Relevant and Time-Bound) Metric.

Change Action: This metric provides an objective measure that can be used by AFLCMC Divisions, Directorates, or EZSC to drive procedure, process, or training improvements on the timeliness to process a CA.

|  |  |  |
| --- | --- | --- |
|  | **Metric Attribute** | **Description** |
| **Admin Info** | **APD Ref No** | N/A |
| **Process Name** |  Configuration Change Management |
| **Process Owner** | AFLCMC/EZSC |
| **Metric POC** | AFLCMC/EZSC |
| **S** | **Specific** | **Metric Name** | Change Action  |
| **Metric Description** | Determine the number of days to process a CA.  |
| **Calculation** | Duration = Number of days from when a formal change action is received by the government to CCB closure.  |
| **Business Rules** | Calculation is based on calendar days for a CA processing. The clock begins once a formal change action is received and ends when the change action has been boarded by the CCB and the CCBD is signed by the chairperson. This metric is collected for all programs within AFLCMC. The metric is collected weekly and is briefed to all CM directorate leads and AFLCMC SP & Product Group Board annually.  |
| **M** | **Measurable** | **Data Source** | Configuration managers populate the AFLCMC process metrics dashboard weekly. Database is located in the AFLCMC Governance SharePoint Site. <https://usaf.dps.mil/teams/21710/gov/Lists/Change_Control/AllItems.aspx> |
| **A** | **Actionable** | **Decision Maker** | AFLCMC/EZSC |
| **Review Forum / Governance Body** | SP & Products Group  |
| **Target** | Duration standard = 90 days or less |
| **Threshold (G/Y/R)** | < 90 days (G)91 – 119 days (Y)> 120 days (R) |
| **Baseline Performance** | At or less at target (< 90 days) |
| **R** | **Relevance** | **Enterprise Impact / Process Purpose** | Provide senior leadership with an accurate view of programs ability to process CA in a timely manner.  |
| **AFLCMC Objective** | Adherence to DoDI 5000.88, AFMCI 63-1201, and NIST SP 800-128 |
| **T** | **Time Based** | **Baseline Date** |  November 2021 |
| **Review Frequency** | Annually (FY) |
| **Update Frequency** | Annually (FY) |

# 6.0 Roles and Responsibilities.

1. AFLCMC/EZSC C/DM Branch (Process Owner):
	* 1. Manages, recommends, and coordinates all changes to this process.
		2. Leads and/or assigns personnel to work on any process improvement and change events related to this process.
		3. Evaluates metrics from a center perspective.
		4. Provides center CCM training, guidance, and expertise.
		5. Reviews/inspects local/organizational processes to ensure they adhere to this standard.
	1. Responsible Technical Authority (RTA):
		1. Reviews CR and identifies type and classification.
		2. Requests CA for validated CR if one hasn’t been received.
		3. Can serve as the CCB chairperson when delegated from the system program manager in accordance with the established CCB charter.
		4. Can serve as the project engineer for the product addressed by a CA when not serving as the CCB Chair.
	2. Directorate Configuration Management Lead:

* + 1. Enforces adherence to this process within the programs in their directorate to include collection of data for development of metrics.
		2. Reviews metrics annually for programs within their directorate to identify opportunities for improvement.
		3. Can serve as the lead program configuration manager.
		4. Can serve as the responsible CM and/or board secretariat as required.
	1. System Program Manager (SPM):
		1. Serves as configuration change authority (CCB chairperson). May delegate responsibility to the deputy program manager or chief engineer as defined in the CCB charter.
		2. May review formal CA and provide relevant comments and recommendations to responsible project manager or engineer.
		3. Can serve as responsible PM when not serving as the CCB chair or delegate responsibility.
	2. CCB chairperson:
		1. Using the recommendations and inputs of the reviewing members and advisors, approves or disapproves the CA. Single change authority for the program.
		2. Issues disposition via a CCBD (AFTO 872 or AFMC Form 244) or equivalent.
		3. Designates, in writing, the CCB primary and alternate membership.
	3. Lead Program CM:
		1. Enforces adherence to this process within their program.
		2. Can perform duties of the responsible configuration change manager and/or board secretariat as required.
		3. Maintains configuration control of, and manages, recorded baselines, CCB charter, and CCB primary and alternate CCB membership lists for their assigned program(s).
		4. Maintains PO local/organizational change control process which adheres to this standard process.
	4. Configuration Change Manager:
		1. Supports RTA to identify CR type and classification.
		2. Can perform duties of the lead program configuration manager.
		3. Can perform CCB secretariat duties.
		4. Receives and distributes CA.
		5. Logs and tracks each CA from receipt through implementation – monitors progress, updates the tracking record, collects metrics for the directorate CM lead, and keeps stakeholders apprised of status.
		6. Populates CA information to the AFLCMC Governance SharePoint Site dashboard weekly.
		7. Reviews the CA under CCB consideration, provides comments to the project lead and provides a C/DM recommendation to CCB.
		8. Prepares a formal technical evaluation for C/DM related proposal items, which will form the basis for negotiation. Represents C/DM during contract negotiations as needed.
		9. Maintains official list of board membership and ensures required functional organizations are represented at CCB by appropriate members.
		10. Verifies responsible change implementation and monitors to ensure changes are correctly incorporated.
		11. Verifies responsible change implementation, monitor for evidence of completion, including temporary modification expiration/de-modification, or extension of a temporary modification.
	5. CCB Secretariat:
		1. Verifies all required documentation is complete for CCB.
		2. Schedules and conducts any pre-board reviews/activities to develop CCB recommendation prior to CCB.
		3. Generates and issues official board agenda to notify all participants.
		4. Administers the CCB and obtains CCB chairperson decision and signature.
		5. Generates and issues board minutes and maintains documented records of the CCB.
	6. PM /Engineer:
		1. Works with contractor personnel to develop CA.
		2. Develops CA package when CR has been validated and is not covered by a contract.
		3. Initiate Requests for Proposals (RFP), through contracting officer, to contractor to develop a CA.
		4. Adjudicates comments to CA.
		5. Works with CM to prepare data for CCB.
		6. Resolves issues/comments prior to boarding the CA.
		7. Prepares CCB presentation.
		8. Can serve as change implementation monitor.
		9. Can serve as RTA for changes affecting assigned products.
	7. Using Commands:
		1. When recommending a temporary modification (DAFI 63-101/20-101, *Modification Management Chapter)*, develop a completed AF Form 1067 package for approval or disapproval.
		2. Review CA, provide comments, recommend approval or disapproval, and participate in the program’s CCB.
		3. Can serve as change implementation monitor.
	8. Program Office IPT:
		1. Consists of, but not be limited to representatives from logistics, training, engineering, production management, contracting, finance, configuration management, test, cybersecurity, and other program related functional disciplines.
		2. Reviews CA and provide comments and recommendations to the PM, RTA, or CM for inclusion into CCB documentation. Assess the impact of the CA, including performance, cost, schedule, and risk.
		3. Participates in configuration control board (CCB) meetings and provides input on proposed configuration changes.
	9. Functional Staff (CCB Charter Members):
		1. Consists of engineering, safety, CM, logistics, finance, contracts, test, training, cybersecurity, and others, as needed, and will be designated as members of the program office’s CCB membership.
		2. Reviews CA and provide comments and recommendations to CM for inclusion into CCB documentation.
		3. Attends CCB and recommends approval or disapproval.

* 1. Chief Engineer:
		1. Develops and implement a comprehensive systems engineering strategy that addresses the total life cycle of the system and documents the strategy.
		2. Serves as the overall engineering and technical authority for the PO.
		3. Ensures all changes address cybersecurity and airworthiness potential impacts.
		4. Ensures the changes to delivered product design data satisfies Technical Data Package (TDP) and intellectual property strategy requirements IAW the *AFLCMC Standard Process for Engineering Data Management*.
		5. When delegated, serve as CCB chairperson.
	2. Contracting Officer:
		1. Recommends approval/disapproval of CA.
		2. Provides contractor notification of CCB results.
		3. Negotiates contracts for changes and consideration for variances to requirements, to include implementation and corrective action plans.
		4. Issues contract modification to contractor.
		5. Maintains all contractual records/data related to changes.
	3. Change Implementation Monitor:
		1. Monitors change implementation, corrective action, and modification removal.
		2. Signs evidence of completion of change incorporation, corrective action, modification removal, and forwards to CM.
	4. Information System Security Manager (ISSM):
		1. Serves as the primary cybersecurity technical advisor to the PO.
		2. Ensures the integration of cybersecurity into and throughout the life cycle of the weapon, information technology, and software programs.
		3. Ensures all cybersecurity-related data is current and accessible to properly authorized individuals.
		4. Continuously monitors the program and environment for security-relevant events, assess proposed configuration changes for potential impact to the cybersecurity posture, and assess the quality of security controls implementation against performance indicators.
		5. Ensures cybersecurity-related events or configuration changes that impact programs or adversely impact the security posture are formally reported to the PM.

# **7.0 Tools**

1. MEARS (Multi-User ECP Automated Review System) is a low-cost, government-owned, automated tool that is available to handle ECP processing. Contact the AFLCMC/EZSC Data Management PoC for more information. For more information visit the SharePoint site at <https://usaf.dps.mil/teams/23230/CDM/DataMgt/Contract%20Data%20Management/-%20MEARS>. .
2. Air Force Product Lifecycle Management (AF-PLM) is based on a single Product Lifecycle Management (PLM) enterprise solution (Siemens Teamcenter) and directly supports the implementation of PLM across the AF Enterprise. It enables digital data and processes across the AF Lifecycle enterprise. For more information visit the Capability Support Office (CSO) SharePoint site at <https://usaf.dps.mil/teams/AirForceProductLifecycleManagement/SitePages/SCHome.aspx>.
3. Other third-party automated tools developed and owned by contractors.
	1. The Configuration Management SharePoint site is available for sharing configuration management documents, i.e., training documentation, process documents, etc. <https://usaf.dps.mil/teams/23230/CDM/SitePages/Home.aspx>.
	2. Acquisition Streamlining and Standardization Information System (ASSIST). A database system for DoD-wide standardization document information. ASSIST is located at the Document Automation and Production Service (DAPS), Philadelphia, PA. ASSIST-Online provides web-based access to digital documents on the ASSIST database. ASSIST is the official source of DoD specifications and standards. Also, ASSIST provides online, interactive listing of source documents and Data Item Descriptions (DID) that DoD has approved for repetitive contractual application in DoD acquisitions and those DoD has cancelled or superseded. ASSIST can be accessed at <https://assist.dla.mil/online/start/>. The public site use <https://quicksearch.dla.mil/qsSearch.aspx>.
	3. Various prime contractor’s website and database applications provided for access to submittals of documentation required by contract CDRLs.

# Training

1. C/DM training and certification requirements.
	* 1. C/DM personnel, as identified in Para 6.6, 6.7, and 6.8 are responsible for executing this standard process and are required to be Acquisition Professional Development Program (APDP) certified. *This certification applies to government C/DM only!* C/DM personnel are responsible for meeting these elements in the C/DM training plan. AFLCMC/EZSC manages the standard C/DM training plan and is implemented by their supervisors of all C/DM personnel. The C/DM training plan is available on the C/DM SharePoint site at [https://usaf.dps.mil/:f:/r/teams/23230/CDM/TrngMat/CDM%20Training%20Plans?csf=1&web=1&e=AsiI9r](https://usaf.dps.mil/%3Af%3A/r/teams/23230/CDM/TrngMat/CDM%20Training%20Plans?csf=1&web=1&e=AsiI9r).
		2. LOG 2040, *Configuration Management* (Defense Acquisition University [DAU]).
		3. EZS-120, *Change Management* (offered during Focus Week and On Demand)
		4. AFIT CM Course available in <https://avolve.apps.dso.mil/>.
		5. AFLCMC C/DM forums and newsletters.
		6. Additional readings: DoDI 5000.88, DAFI 63-101/20-101, MIL-HDBK-61B, EIA-649C, EIA-649-1A, and GEIA-HB-649A.
		7. Tool training: Training for either MEARS or AF-PLM tool, or a local/organizational change management tool, depending on what is applicable.

# Definitions, Guiding Principles and/or Ground Rules & Assumptions

* 1. Definitions:
		1. AF Form 1067, *Modification Proposal* – Documents the requirements for temporary or, in conjunction with ECPs, permanent modifications to existing systems. (DAFI 63-101/20-101).
		2. AFMC Form 244, *T-2 Modification Configuration Control Board Directive* – The document that records the approval or disapproval decision of the CCB for a temporary T-2 modification.
		3. AFTO Form 872, *Configuration Control Board Directive (CCBD)* – A document that records approval or disapproval decision of the CCB and provides the direction to the contracting activity.
		4. Allocated baseline – The approved allocated configuration performance-oriented information for a work product or configuration item to be developed. It describes the functional and interface characteristics that are allocated from those of the higher-level Configuration Item (CI) and the verification required to demonstrate achievement of those specified characteristics.
		5. Baseline – An approved description of the attributes of a product, data and sets of documents, or set of data at a point in time, which serves as a basis for defining change, for conducting verifications, and for other management activities.
		6. Change Action (CA) – Formal developed change package after identification of CR type and classification to be dispositioned by the CCB. Can be an ECP, RFV, Modification or CCP.
		7. Change request (CR) – Means by which a change is proposed, described, justified, and submitted to the PO or RTA to have its type and classification validated.
		8. Configuration – A collection of an item’s descriptive and governing characteristics that can be expressed in functional terms and in physical terms. Configuration represents the requirements, architecture, design, and implementation that define a particular version of a system or system component.
		9. Configuration Change Management (CCM) – the CM function that ensures that changes to and variances from a configuration baseline are properly identified, recorded, evaluated, dispositioned, and incorporated and verified as appropriate.
		10. Configuration Control Board (CCB) – A chartered board composed of representatives who recommend approval or disapproval of proposed engineering changes to, and proposed variances from, a CI current approved configuration documentation.
		11. Configuration Control Board (CCB) chairperson – The person who has the authority to approve/disapprove changes and chairs the CCB.
		12. Configuration Control Board (CCB) members – Individuals that have been designated as CCB representatives to review and recommend approval/disapproval to requested changes. They will be designated in writing by the CCB chairperson and will attend the CCBs.
		13. Configuration Item (CI) – Any hardware, software, or combination of both that satisfies an end use function and is designated for separate configuration management. Configuration items are typically referred to by an alphanumeric identifier which also serves as the unchanging base for the assignment of serial numbers to uniquely identify individual units of the CI. (See also: Product-Tracking Base-Identifier.) Note: The terms “CI” and “Product” are identified as aliases in EIA 649 and are used interchangeably within this document.
		14. Configuration Management – a technical and management process applying appropriate process, resources, and controls, to establish and maintain consistency between product configuration information, and the product.
		15. Configuration Manager– The configuration manager assigned responsibility for a particular CA.
		16. Configuration technical baseline – The approved configuration of a product, at a specific point in time, which serves as a basis for defining change.
		17. Contract Change Proposal (CCP) – Provides the data necessary to propose, control, and approve changes to contractual information that are not part of a configuration technical baseline. CCPs are not to be used for making changes to specifications, drawings, or other technical baselines.
		18. DD Form 1692, *Engineering Change Proposal (ECP)* - establishes requirements for the preparation of an ECP.
		19. DD Form 1694, Request for Variance (RFV) – establishes requirements for the preparation of an RFV.
		20. Engineering Change Proposal (ECP) - Is a management tool used to propose a configuration change to a CI and its government-baselined performance requirements and configuration documentation during an acquisition program.
			1. Major (Class I) ECP – is an ECP that proposes a change to the approved recorded configuration baseline that will have an impact to the functional, performance and/or interchangeability characteristics of the item.
			2. Minor (Class II) ECP – is an ECP that proposes a change that has little or no significant impact to the functional, performance and/or interchangeability characteristics of the item, and does not fit the criteria for a Major (Class I) ECP.
		21. Functional baseline – The approved functional configuration information or work product describing a systems or top-level CI performance. This includes its functional, interoperability and interface characteristics as well as the verification required to demonstrate the achievement of those specified characteristics.
		22. Modification – A modification is an alteration to the form, fit, function or interface of an in-service Air Force CI.
			1. Permanent modification. Changes the configuration of an asset/software for operational effectiveness, suitability, survivability, service life extension and/or reduces ownership costs of a fielded weapon system, subsystem, or item. Permanent modifications shall only be accomplished in response to an approved AF Form 1067, ECP or Capability Requirements Document.
			2. Temporary 1 (T-1) modification - a modification that changes the configuration of an item in order to satisfy short-term operational mission requirements by adding, modifying, or removing hardware and/or software components or capabilities in a manner that provides an immediate operational benefit.
			3. Temporary 2 (T-2) modification of aerospace vehicles. T-2 modifications are configuration changes that support research and development; design changes to existing T-2 modifications; and Developmental Test and Evaluation programs or in-service testing of systems or equipment.
		23. Product baseline – The approved technical information and work product (i.e., “build-to” and “code-to” items such as specifications, drawings, software code, interface control documents, and related materials) which describes a CI during the production, fielding/deployment, and operational support phases of its life cycle.
		24. Program Manager/Project Engineer – The individual that will process a requested change through CCB.
		25. Responsible Technical Authority (RTA) – The chief engineer or delegate assigned to the product addressed by a CR.
		26. Variance – A specific written authorization to depart from a particular requirement(s) of an item’s approved configuration baseline for a specific number of units and/or a specified period. The recorded configuration baseline will not be changed. Classified by their originators as either minor, major, or critical, unless the contract specifies that a government’s technical representative is responsible for assigning the classification. See DD Form 1694 instructions sheet and MIL-HDBK-61B or GEIA-HB-649A for further information on variances.
	2. Acronyms

AF Air Force

AFI Air Force Instruction

AFLCMC Air Force Life Cycle Management Center

AFMC Air Force Materiel Command

AFMCI Air Force Materiel Command Instruction

AF-PLM Air Force Product Lifecycle Management

AFTO Air Force Technical Order

APDP Acquisition Professional Development Program

ASSIST Acquisition Streamlining and Standardization Information System

AWB Airworthiness Bulletins

C/DM Configuration/Data Manager

CA Change Action

CCB Configuration Control Board

CCBD Configuration Control Board Directive

CCM Configuration Change Management

CCP Contract Change Proposal

CE Chief Engineer

CDRL Contract Data Requirements List

CI Configuration Item

CR Change Request

CSO Capability Support Office

DAPS Document Automation and Production Service

DAFI Department of the Air Force Instruction

DAU Defense Acquisition University

DoD Department of Defense

DoDI Department of Defense Instruction

DR Deficiency Reporting

ECP Engineering Change Proposal

EIA Electronic Industry Association

GEIA Government Electronics and Information Technology Association

HB Handbook

HDBK Handbook

IPT Integrated Product Team

ISSM Information System Security Manager

MEARS Multi-User ECP Automated Review System

MIL Military

NIST National Institute of Standards and Technology

OEM Original Equipment Manufacturers

PLM Product Life Cycle Management

PM Program Manager

PO Program Office

POC Point of Contact

RFP Request for Proposal

RFV Request for Variance

RTA Responsible Technical Authority

SIPOC Supplier, Input, Process, Output, Customer

SMART Specific, Measurable, Action Oriented, Realistic, Time Bound

SP Standard Process

SPM System Program Manager

TAA Technical Airworthiness Authority

TDP Technical Data Package

TO Technical Order

WBS Work Breakdown Structure

# 10.0 References to Law, Policy, Instructions or Guidance

DoDI 5000.88, *Engineering of Defense Systems,* 18 November 2020.

DoDI 8500.01, *Cybersecurity*, 7 October 2019.

MIL-HDBK-61B, *Configuration Management Guidance,* 7 April 2020.

DAFI 63-101/20-101, *Integrated Life Cycle Management,* 16 February 2024

DAFI 62-60, 1 *Airworthiness*, 10 June 2022.AFI 10-601, *Operational Capability Requirements Documentation and Validation,* 27 April 2021.

AFMCI 21-126, *Temporary 2 (T-2) Modification of Aerospace Vehicles,* 15 May 2020*.*

AFMCI 21-401, *Engineering Drawing, Data Storage, Distribution and Control System,* 25 November 2020.

AFMCI 63-1201, *Integrated Life Cycle Systems Engineering and Technical Management,* 2 December 2022*.*

AFMCMAN 21-102, *Engineering Data Storage, Distribution Control, and Configuration Control,* 3 April 2020.

*AFLCMC Standard Process For Cybersecurity Assessment and Authorization*, 20 October 2022.

*AFLCMC Standard Process For TAA-Issued Airworthiness Approvals for New Air Systems and Reportable Modifications to Air Systems,*14 July 2023.

*AFLCMC Standard Process for Engineering Data Management,* 19 October 2023.

NIST Special Publication 800-128, *Guide for Security-Focused Configuration Management of Information Systems,* August 2011.

EIA-649C, *National Consensus Standard for Configuration Management,* February 2019

EIA-649-1A, *Configuration Management Requirements for Defense Contracts,* August 2020.

GEIA-HB-649A, *Configuration Management Handbook Implementation Guide,* March 2016.

Technical Order (TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution (DRI&R)*, 15 February 2024

|  |  |
| --- | --- |
| Attachment 1: MS Excel version of the complete WBS |  |
| Attachment 2: Change Management Plan (*AFLCMC/OFT review only)* |  |