

AIR TRAFFIC ORGANIZATION
FLIGHT SERVICES
CONFIGURATION CONTROL BOARD
CHARTER
In SUPPORT of
LIFE-CYCLE MANAGEMENT
of the
NATIONAL AIRSPACE SYSTEM
April 22, 2004

DRAFT

Approved by _____
NAS OPS CCB Co-Chairperson
Approved by _____
NAS OPS CCB Co-Chairperson

CCB Members Signature Page

Vice President, Flight Services

Date

Director, Flight Services Program Operations

Date

Director, Flight Services Safety & Operations Support

Date

Director, Flight Services Communications

Date

Director, Flight Services Finance

Date

Director, Flight Services Eastern Area Operations

Date

Director, Flight Services Alaska Area Operations

Date

Director, Flight Services Western Area Operations

Date

Manager, Flight Services Administration

Date

Director, Operations Planning, System Engineering

Date

Director, ATO Information Technology

Date

Manager, Safety Administration

Date

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

1.0 INTRODUCTION

1.1 Purpose

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

1.2 Authority

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

2.0 FLIGHT SERVICES CCB RESPONSIBILITIES

The responsibilities of the Flight Services CCB are:

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

- n) Documenting and tracking CCB actions and decisions in accordance with the processes and procedures as defined in the CCB Operating Procedures and the CM Implementation Plan;
- o) Monitoring test results of approved changes against expected results, prior to approving integration of the change into the appropriate baseline. Discrepancies will be resolved and documented prior to baseline modification;
- p) Ensuring the listing of Domain CIs in Appendix A remains current. NAS baselined CIs are contained in NAS-MD-001. This includes generation of case files to decommission NAS Systems or subsystems, which are removed entirely from the NAS inventory.
- q) Reporting CM performance metrics for the Flight Services Domain CCBs to the NAS OPS CCB through Operations Planning CM, on a quarterly basis or at the request of the NAS OPS CCB.

3.0 FLIGHT SERVICES CCB PARTICIPANTS

Membership referenced in Appendix B:

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

4.0 CCB ADMINISTRATION

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

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

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

5.0 CCB RECOMMENDATIONS AND DECISIONS

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

Decisions on NCPs shall be documented in a CCD prepared by the CCB Executive Secretariat, and signed by the CCB Chairperson(s). The CCD will include detailed implementation action items and the responsible organization(s). When completed the implementers shall notify the Executive Secretariat to ensure complete closeout.

6.0 CHANGES TO THE CCB CHARTER

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

7.0 DELEGATION OF CCB AUTHORITY

The CCB Chairperson may authorize another participant to act as a chairperson via memorandum to the CCB Executive Secretariat. CCB permanent members are responsible for ensuring they are represented at CCB meetings and may delegate specific authority informing the CCB Chairperson(s). Additionally, when time critical or urgent processing of a proposed change request is necessary, or in the event of other specific circumstances, the CCB Chairperson(s) may call an emergency CCB meeting or approve changes without benefit of a CCB meeting or member review. Change requests processed outside the normal CCB process shall be documented and communicated to permanent members as soon as practicable, or no later than the next regularly scheduled meeting. Questions and concerns regarding CCB decisions are addressed to the CCB Chairperson(s).

APPENDIX A
CONFIGURATION ITEMS

Appendix A

The CIs listed below are under the control of the Flight Services Domain CCB. Currently, these CIs reflect the primary facilities, systems and products, which provide the required services within the domain. As these CIs, or components thereof are baselined and/or placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001.

:

Flight Services CIs	Current CCB	
AAIU	AUTOMATED SURFACE OBSERVING SYSTEM/AUTOMATIC ON TERMINAL INFORMATION SERVICE INTERFACE UNIT	AUA-400
ACE	ASOS CONTROLLER EQUIPMENT	AUA-400
ADAS-3	AWOS DATA ACQUISITION SYSTEM (Operational Site)	AUA-400
AFSS	AUTOMATED FLIGHT SERVICE STATION	AUA-400
AFSSVS	AUTOMATED FLIGHT SERVICE STATION VOICE SWITCH	AND-300
AFSS VOICE UNIT	AUTOMATED FLIGHT SERVICE VOICE UNIT	AUA-400
AFSSWS	AUTOMATED FLIGHT SERVICE STATION WORK STATION	AUA-400
ASOS	AUTOMATED SURFACE OBSERVING SYSTEM	AUA-400
AWANS	AVIATION WEATHER AND NOTAM SYSTEM	AUA-400
AWOS	AUTOMATED WEATHER OBSERVING SYSTEM	AUA-400
AWP	AVIATION WEATHER PROCESSOR	AUA-400
AWSS	AUTOMATED WEATHER SENSORS SYSTEM	AUA-400
CCTV	CLOSED CIRCUIT TELEVISION SYSTEM	AUA-400
CFW	CENTER FIELD WIND	AUA-400
CFWARP	CENTRAL FLOW WEATHER AND RADAR PROCESSOR	AUA-400
CHI	CLOUD HEIGHT INDICATOR	AUA-400
DASI	DIGITAL ALTIMETER SETTING INDICATOR	AUA-400
DUATS	DIRECT USER ACCESS TERMINAL SERVICES	AUA-400
FA-10018	AUTOMATED FLIGHT SERVICE STATION – M1/M1FC	AUA-400
FBWTG	FAA BULK WEATHER TELECOMMUNICATIONS GATEWAY	AUA-400
FSAS	FLIGHT SERVICE AUTOMATION STATION	AUA-400
FSBMP	FLIGHT SERVICE BROADCAST MESSAGE PROCESSOR	AUA-400
FSDPS	FLIGHT SERVICE DATA PROCESSING SYSTEM	AUA-400
GOES	GEOSTATIONARY OPERATIONAL ENVIRONMENTAL SATELLITE	AUA-400
GWDS	FLIGHT SERVICE GRAPHIC WEATHER DISPLAY SYSTEM	AUA-400
JAWS	JUNEAU AIRPORT WIND SYSTEM	AUA-400
MAPS	METEOROLOGICAL AND AERONAUTICAL PRESENTATION SYSTEM	ME
OASIS	OPERATIONAL AND SUPPORTABILITY IMPLEMENTATION SYSTEM	AUA-400
RRH	REMOTE READING HYGROTHERMOMETER	AUA-400
RRWDS	RADAR REMOTE WEATHER DISPLAY SYSTEM	AUA-400

RWP	REAL TIME WEATHER PROCESSOR	AUA-400
SAWS	STAND ALONE WEATHER SYSTEMS	AUA-400
SUA/ISE	SPECIAL USE AIRSPACE/IN-FLIGHT SERVICE ENHANCEMENT	NAS
TWEB	TRANSCRIBED WEATHER BROADCAST	AUA-400
USNSR	UNITED STATES NOTAM SYSTEM REHOST	NAS
WARP	WEATHER AND RADAR PROCESSOR	AUA-400
WFMU	WEATHER AND FIXED MAP UNIT	AUA-400
WME	WIND MEASURING EQUIPMENT	AUA-400
WMSCR	WEATHER MESSAGE SWITCHING CENTER REPLACEMENT	AUA-400

APPENDIX B
CCB MEMBERSHIP



APPENDIX B

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

Flight Services Chairperson

- Vice President, Flight Services or designated representative;

Flight Services Executive Secretariat

- Executive Secretariat Flight Services CM Officer or designated representative;

Flight Services CCB Permanent Members:

- Director, Flight Services Program Operations
- Director, Flight Services Safety & Operations Support
- Director, Flight Services Finance
- Director, Flight Services Communications
- Director, Flight Services Western Area Operations
- Director, Flight Services Alaska Area Operations
- Director, Flight Services Eastern Area Operations
- Manager, Flight Services Administration
- Director, Operations Planning, System Engineering or designated representative
- Manager, Safety Administration
- Director, ATO Information Technology or designated representative

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

APPENDIX C
ACRONYM LIST

ACRONYM LIST

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