CHARTER

FOR THE

NATIONAL AIRSPACE SYSTEM

ALASKAN REGIONAL

CONFIGURATION CONTROL BOARD

(AAL RCCB)

October 17, 2003

SUBMITTED _____
MANAGER, AAL-500, ALASKAN
REGIONAL CCB CO-CHAIRPERSON

SUBMITTED _____
MANAGER, AAL-400, ALASKAN
REGIONAL CCB CO-CHAIRPERSON

APPROVED _____ 11/14/03
NAS-CCB CO-CHAIRPERSON

APPROVED _____ 11/14/03
NAS-CCB CO-CHAIRPERSON

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Charter
for the
National Airspace System
Alaskan Regional
Configuration Control Board
(AAL RCCB)

1.0 INTRODUCTION

1.1 Purpose

This charter establishes the National Airspace System (NAS) Alaskan Regional Configuration Control Board (AAL RCCB) and assigns responsibility for establishing baselines and controlling configuration items (CI's) as specified in Appendix A. A listing of the configuration identification documentation/drawings for these CI's is provided in Appendix A to the AAL RCCB Operating Procedures.

1.2 Authority

The AAL RCCB is authorized by the NAS CCB in accordance with policies and procedures established in the latest approved revision of FAA Order 1800.66, Configuration Management Policy.

2.0 CCB RESPONSIBILITIES

The AAL RCCB shall have the following responsibilities:

a. Perform AAL RCCB functions as established in this charter and in accordance with the latest edition of FAA Order 1800.66.

b. Approve and implement the AAL RCCB Operating Procedures and any changes to the document.

c. Establish baselines for the CI's specified in Appendix A and control subsequent changes to those baselines and other CI's as specified in Appendix A. Changes which are beyond the authority of the AAL RCCB are referred to the appropriate CCB as outlined in the RCCB Operating Procedures.

d. Ensure strict adherence to configuration control procedures in processing all changes to the baselines under AAL RCCB control. The procedures are documented in FAA Order 1800.66 and the NAS Sub-system Baseline Configuration and Documentation Listing (NAS-MD-001).

e. Ensure case files for both National and Regional NCP processing are accurately completed and undergo thorough evaluation by AAL RCCB member organizations. Actual text of changes to baselined documents shall accompany the case file/NAS Change Proposal (NCP) being addressed by the CCB.

f. Review proposed changes for technical, interface, financial, schedule and benefits impacts. In reviewing proposed changes, due consideration shall be given to improving operational effectiveness (including safety), providing for adequate logistics support requirements and/or bringing about significant life cycle cost savings which includes the costs of research, development, test, procurement, production, installation, field test and acceptance, cutover to service, maintenance, operations, decommissioning, dismantling, salvaging, excessing and final disposition.

g. Issue Regional Configuration Control Decisions (CCD's) which are directives for establishing baselines or making changes to these baselines and other configuration items under AAL RCCB control. Copies of approved changes are forwarded to the Document Control Center (DCC) with an information copy to AFZ.

h. Ensure the implementation of approved changes and that these changes are implemented as scheduled.

i. Submit changes to the AAL RCCB Charter, including proposed additional CI's for AAL RCCB control, to the NAS CCB for approval.

j Approve additions, deletions or other modifications to the listing of configuration identification documents in Appendix A1 of the AAL RCCB Operating Procedures.

k. Approve changes to other documents controlled by the AAL RCCB which are not subject to the NCP process. (See Appendix B to the AAL RCCB Operating Procedures for a list of these documents).

l. Ensure that case files for emergency modifications are processed in accordance with FAA Order 6032.1, Modifications to Ground Facilities, Systems and Equipment in the National Airspace System, have all the information required before being forwarded for prescreening or NCP processing.

m. Ensure that case files for modifications to equipment being replaced or scheduled to start being replaced within three years are processed in accordance with FAA Order 1100.157, National Engineering Field Support Division Maintenance Program Procedures–National Airway Systems Division, AOS-200.

n. Ensure that case files for regionally-baselined equipment (not nationally baselined) are coordinated with other Regions which have similar equipment.

3.0 CCB PARTICIPANTS

The participants of the AAL RCCB shall be the following persons or their designated representatives:

a. Members:

1) Co-Chairperson - Manager, Airway Facilities (AF) Division, AAL-400; may be delegated.

2) Co-Chairperson - Manager, Air Traffic (AT) Division, AAL-500, (when appropriate will co-approve applicable case files).

3) Executive Secretary - AF Configuration Manager, AAL-472C, with authority delegated by ACM-20 of the NAS Configuration Management and Evaluation Staff (ACM).

4) Other Permanent Members -

a) Manager, NAS Implementation Branch, ANI-700

b) Manager, Operations Branch, AAL-470

c) Manager, System Requirements Branch, AAL-510

d) AT Configuration Manager, AAL-512

5) Ad Hoc Members - Ad Hoc members represent FAA organizations, other than those already represented within the permanent AAL RCCB membership, which will be impacted by changes being decided by the AAL RCCB. Their function shall be to ensure that proposed changes are consistent with the technical and policy positions of their organizations. Examples of ad hoc members would be AF SMO and AT Facility Managers to evaluate changes and attend CCB meetings when changes (or other business) impacting their areas are addressed.

b. Technical Advisors, Consultants and Program Control Specialists:

Personnel from various government and contractor organizations attend AAL RCCB meetings to provide specialized technical or program management information.

4.0 RCCB ADMINISTRATION

The AAL RCCB Executive Secretary shall be responsible for scheduling AAL RCCB meetings on a regular basis (as approved by the AAL RCCB Chairperson) and for coordinating the administrative tasks of the AAL RCCB. The Executive Secretary Procedures, Appendix D to the AAL RCCB Operating Procedures, contain a detailed description of these responsibilities.

5.0 RCCB DECISIONS

After a case file is assigned NCP status and submitted to the AAL RCCB, CCD action is required. Prior to assignment of an NCP number, a case file may be withdrawn or rejected during the regional review process without being assigned to a Configuration Control Board (CCB).

The AAL RCCB Chairperson(s) shall make the final decision on each NCP submitted to the AAL RCCB for consideration. This decision may be preceded by a period of discussion during which the Chairperson may poll the CCB members for their opinions on the disposition of an NCP. The decision shall be documented in a CCD prepared by the Executive Secretary and signed by the Chairperson(s). For operational and administrative space and changes that may affect air traffic operations, the AF and AT Division Managers share the decision making authority and shall cosign the CCD. The following actions may be taken on an NCP:

a. Approve as written and issue a CCD which establishes a new baseline or describes actions for accomplishing the configuration change to an existing baseline.

b. Disapprove with reasons clearly stated in the CCD.

c. Approve with specific, non-substantive changes to the NCP and issue a CCD clearly stating any changes. If substantive changes are required, an amended case file/NCP shall be processed.

d. Defer action pending the availability of additional information or the completion of an action item providing clarification of the issues. Responsibility for providing further information or completing an action must be assigned to a specific person/organization with a specific due date. Action on an NCP shall not be indefinitely deferred.

e. Transfer NCPs with issues remaining unresolved 60 days after an AAL RCCB meeting to the cognizant national level CCB unless specific action is being taken by the AAL RCCB to resolve the issues by the next AAL RCCB meeting.

A CCD may be appealed by the OPI or an organization impacted by the CCD as described in the AAL RCCB Operating Procedures.

6.0 CHANGES TO THE CHARTER

This charter shall only be changed with the approval of the AAL RCCB and the NAS CCB. All changes shall be drafted and published by the AAL RCCB Executive Secretary.

7.0 DELEGATION

The AAL RCCB may not charter subordinate CCBs without approval of the NAS CCB.

8.0 RCCB CHARTER & OPERATING PROCEDURES APPENDICES

The RCCB charter Appendix A designates certain regionally installed but not nationally baselined facilities. This list may be amended by the RCCB to add additional equipment not nationally baselined without amending the whole charter. Those items would be added with the issuance of a case file to address the new facility baseline, which would go to the RCCB for approval. A copy of the approved "F" designated CCD then goes to AFZ-700 for their review and acceptance of the appropriateness of the CCD as regional unique.

The RCCB operating procedures Appendix A itemizes a list of baselined facilities, and in Appendix A1 a list of specific baselined drawings for those facilities. The Region has the option to add and subtract facilities and drawing numbers from those listings from time to time as facilities are modified and/or added to the list without amending the whole document. These changes in the referenced appendices will occur with case files resulting in CCD's that will itemize the changes and changed appendix listings at the appropriate times. These changes will not require approval at a higher level than the RCCB, but copies of all changes will be submitted to AFZ-700 and the ACM-20 Document Control Center as routine with minutes of the RCCB.

APPENDIX A
CONFIGURATION ITEMS
UNDER
RCCB CONTROL

The following configuration items (CI's) shall be under the control of the AAL RCCB as specified below. Baselined CI's will be entered into the Master Configuration Index (MCI) and reflected in the NAS Subsystem Baseline and Configuration Documentation Listing, NAS-MD-001.

1. The AAL RCCB shall control the following baselines established by other CCB's within the guidelines specified:

   a. Space Management/As-Built Equipment Layout Drawings. The AAL RCCB shall control all equipment installations, moves and removals which will not violate the end-state configuration for the following major facilities;

      1) Air Route Traffic Control Center (ARTCC)/ Area Control Facility (ACF)

      2) Airport Traffic Control Tower (ATCT)/ Terminal Radar Approach Control (TRACON)

      3) Automated Flight Service Station (AFSS)

   For the ARTCC facilities, the equipment installation/move/removal must also be in accordance with the generic and/or site-specific transition equipment layout drawings. The as-built equipment layout drawings for the above facilities will be listed in Appendix A1 to the AAL RCCB Operating Procedures.

   The NAS Facilities Configuration Control Board (PSF CCB) controls all equipment installations, moves and removals which impact the end-state configuration. Site-specific end-state equipment layout drawings are also under the control of the PSF CCB. Regional controlled end-state drawings shall be maintained for ZAN under the control of the AAL RCCB to indicate specific area assignment agreements within the Region. These will be used as informational input to the PSF CCB in future update coordination for the official end-state equipment layout drawings.

   Site-specific transition drawings and regional transition plans addressing how each of the facilities will transition to the end state will be under AAL RCCB control but will not require an NCP to change. Site-specific transition drawings and regional transition plans shall be listed in Appendix A to the AAL RCCB Operating Procedures.

   b. ARTCC Critical Power Panel Drawings. The AAL RCCB shall control the critical power panel drawings detailing the actual power panel when that connection and wiring is in strict accordance with FAA Order 6950.15, ARTCC Critical Load Circuits and Configuration and 6950.2, Electrical Power Policy Implementation at NAS Facilities.

2. The AAL RCCB will establish and control changes to baselines, which will be reflected in NAS-MD-001, for the types of regionally-unique CI's listed below.

a. Regional Equipment which Is Not Nationally Baselined/Maintained.
The AAL RCCB shall be responsible for the following equipment within the Region which is not or will not be baselined/maintained nationally:

1) Self-sustained Outlet (SSO); Remote Communications Outlet (RCO)

2) Prime Power Equipment (PX)

3) Non Directional Beacon (NDB) Special Antenna Configurations

4) Alaska Aviation Weather Briefing System (AAWBS)

5) Alaskan NAS Interfacility communications System (ANICS) Satellite Network

6) Automated Weather Observation Station (AWOS) Shelter

7) Communications/Flight Service Station (Comm/FSS)

8) Offshore Computer System (OCS)

9) Digital Aviation Weather Network (DAWN)

10) Ground Based Transceiver 2000 (GBT 2000)

Also, any installation/move/removal of non-nationally baselined or maintained Regional equipment within a facility's space that is under configuration management must be red-lined on the baselined drawing and forwarded to the appropriate AFZ organization for information purposes.