

# Configuration Control Board Charter for the Synchronized Predeployment and Operational Tracker—Enterprise Suite

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## 1. PURPOSE

This charter establishes the Synchronized Predeployment and Operational Tracker Enterprise Suite (SPOT-ES) Configuration Control Board (CCB) and assigns responsibilities for establishing and maintaining technical and functional baselines for the SPOT-ES systems. The SPOT-ES CCB will operate in an integrated and disciplined manner to provide a structured and streamlined control process for managing the assigned products and services throughout their intended life cycle. Life cycle configuration management through the CCB ensures that all changes are visible, that any potential safety, security, and operational impacts are properly addressed, and that technical and programmatic direction across SPOT-ES products, services, and interfaces is consistent.

## 2. AUTHORITY.

DoD Instruction 5000.02, Enclosure 12, paragraph 5, directs the use of configuration management across the total system life cycle per the following extract:

*The [Program Manager] PM shall use a configuration management approach to establish and control product attributes and the technical baseline across the total system life cycle. This approach shall identify, document, audit, and control the functional and physical characteristics of the system design; track any changes; provide an audit trail of program design decisions and design modifications; and be integrated with the [System Engineering Plan] SEP and technical planning.*

## 3. SCOPE OF RESPONSIBILITY

The CCB operates under the authority and in support of the SPOT-ES PM. The SPOT-ES PM and the CCB Chair are the approval authorities for this CCB Charter. The CCB determines SPOT-ES future capability development and prioritizes, approves, plans, and integrates requests for changes into the current and future releases throughout the duration of the SPOT-ES life cycle. The CCB represents the interest of all groups who use SPOT-ES and/or may be affected by changes to the SPOT-ES configuration item (CI) baselines. Five CIs currently comprise SPOT-ES:

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- ◆ **JAMMS**–Joint Asset Movement Management System.
  - ◆ **SPOT NIPRNET**–SPOT deployed on the Non-secure Internet Protocol Router Network.
  - ◆ **SPOT SIPRNET**–SPOT deployed on the Secure Internet Protocol Router Network.
  - ◆ **TOPSS NIPRNET**–Total Operational Picture Support System deployed on the Non-secure Internet Protocol Router Network.
  - ◆ **TOPSS SIPRNET**–Total Operational Picture Support System deployed on the Secure Internet Protocol Router Network.

## 4. MEMBERSHIP

The SPOT-ES CCB is comprised of voting members who represent the interagency and user communities and non-voting members who provide information and assistance to the CCB. The Director of Operational Contract Support Policy within the Office of the Deputy Assistant Secretary of Defense (Program Support) [DASD(PS)] has been designated as the CCB Chair. Voting members must be empowered by their organizations with the authority to make decisions on all matters coming before the CCB. The Joint Staff (JS) J4 will represent the views of the combatant commands and other JS offices. As such, JS J4 shall coordinate with these organizations prior to the CCB.

All voting members of the CCB are expected to be present for all CCB meetings. Geographically dispersed members may participate by video teleconference or telephone. Voting members, with the approval of the CCB Chair, may designate an alternate representative in those rare instances when the primary representative is not available. A quorum necessary for conducting CCB functions is reached when 75% of the voting members are represented at the meeting.

Representatives from the following agencies/organizations constitute the voting members of the SPOT-ES CCB

- ◆ Director Operational Contract Support Policy, ODASD (PS), CCB Chair
- ◆ SPOT-ES Program Manager
- ◆ Department of State, Business Operations Division
- ◆ U.S. Agency for International Development (USAID), M Bureau
- ◆ Defense Procurement and Acquisition Policy (USD AT&L/DPAP)
- ◆ Joint Staff, J4

- ◆ Army, OASA (ALT)-DASA(P)
- ◆ Navy, ASN (RD&A)
- ◆ Air Force, SAF/AQCX
- ◆ Marine Corps

All non-voting members may participate in the CCB at their discretion. Information presented by the non-voting members will be considered by the CCB prior to final decisions.

Representatives from the following agencies/organizations constitute the non-voting members of the SPOT-ES CCB:

- ◆ Combatant Commander Representatives (AFRICOM, CENTCOM, EUCOM, NORTHCOM, PACOM, SOCOM, SOUTHCOM, TRANSCOM)
- ◆ Defense Contract Management Agency (DCMA)
- ◆ Defense Manpower Data Center (DMDC)
- ◆ Under Secretary of Defense Personnel and Readiness (USD/P&R)
- ◆ Defense Logistics Agency/Joint Contingency Acquisition Support Office (DLA/JCASO)
- ◆ Office of the Deputy Chief Management Office of the Department of Defense (DCMO), Expeditionary Business Operations (EBO) Division
- ◆ Joint Staff, J-1
- ◆ Joint Staff, J-8
- ◆ SPOT-ES Development Contractor
- ◆ SPOT-ES Independent Verification and Validation Contractor
- ◆ SPOT Program Manager Support Staff
- ◆ SPOT-ES CCB Secretary

## 5. OPERATING PROCEDURES

- a. The SPOT-ES CCB will meet quarterly or at the call of the CCB Chair.
- b. The CCB Chair, with support from the CCB secretary, will:

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1. Establish and maintain the DASD (PS) SPOT-ES SharePoint site that will be used to disseminate and collect CCB information and data.
  2. Schedule the CCB meeting and location.
  3. Publish the meeting agenda.
  4. Provide advance status about Engineering Requests (ERs), Engineering Change Proposals (ECPs), Scheduled Releases, and Independent Verification and Validation (IV&V) activities and other items to be addressed by the CCB NLT 3 weeks before the scheduled CCB meeting.
  5. Request CCB voting members review the advance information and vote on CCB Chair recommendations that are not anticipated to be controversial.
  6. Conduct the CCB meetings and record meeting notes to include an annotated list of ERs as approved, rejected, or deferred. An affirmative vote by the majority of voting members participating in the CCB meeting will be required to approve SPOT-ES changes. Approved ERs will be prioritized and scheduled for implementation as part of an ECP and SPOT-ES scheduled release. ECPs not able to be implemented in the next SPOT-ES scheduled release will be carried over and reprioritized at the next CCB meeting. Rejected/deferred ERs will remain in the SPOT-ES database with the annotation that they were reviewed and not approved by the CCB.
  7. Assign action items and monitor progress to completion.
  8. Develop and publish CCB summary notes to reflect the CCB discussions and decisions.
  9. Seek voting members' consensus and decisions on urgent out-of-cycle ERs/ECPs that must be addressed before the next regularly scheduled CCB meeting.
  10. Refer items to the Operational Contract Support (OCS) Functional Capabilities Integration Board (FCIB) as appropriate.
- c. CCB voting members will:
1. Represent the interests of their organization's SPOT-ES user community by attending CCB meetings, voting, and responding to advance status requests and recommendations from the CCB Chair.
  2. Maintain personal contact information and provide availability for attendance at scheduled meetings using the CCB SharePoint site. If unable to personally attend a scheduled, arrange for a qualified and empowered government representative to attend.

3. Complete all related CCB tasks in a timely manner.
- d. The SPOT-ES PM with the support of the SPOT-ES Development and IV&V Contractors will:
1. Attend the CCB meetings and provide expert advice to the CCB voting members.
  2. Maintain the SPOT-ES technical baseline in accordance with the SPOT-ES SEP and the Configuration Management Plan (CMP).
  3. Develop and publish the process for submitting SPOT-ES ERs/ECPs in the SPOT-ES Resource Center or other website as decided by the CCB Chair.
  4. Establish and maintain the SPOT-ES ER and ECP database that contains the history of each SPOT ER submitted for CCB consideration. This will include a prioritized list of ERs and ECPs resulting from the previous SPOT-ES CCB activities that indicates whether the ER/ECP was approved, rejected, or deferred and if approved, the anticipated SPOT-ES release version and projected date for implementation.
  5. Prepare ERs and ECPs for consideration by the CCB. Seek, receive record, evaluate, and categorize/prioritize SPOT-ES ERs from stakeholders and users. The results of these activities are:
    - a) The aggregation of similar/duplicate ERs into single ER and maintain an audit trail of the aggregation.
    - b) The evaluation of the proposed ERs as to the urgency/priority of the requested change(s), the impact on OCS related business processes and policies, and the relationship to already approved ECPs.
    - c) An estimate of the resources (in consistent units of measure) required to implement the ER(s) across all SPOT-ES CIs. A recommended schedule for implementation of the ECPs to include release number and scheduled date.
  6. Prepare a draft recommendation of the ERs to be addressed at the next CCB meeting to the CCB Chair/Secretary for release to the CCB voting members NLT 4 weeks prior to the next scheduled CCB meeting.
  7. Implement the ECPs in accordance with the CCB approved plan and schedule.

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## 5. REVISION HISTORY

This is the original version of the SPOT-ES CCB Charter. It was approved on 14 November 2012.

## 6. AUTHORIZATION

The SPOT-ES Program Manager and the designated SPOT-ES CCB Chair approve this charter.