NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Change Control Board Charter

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IT Project Management Division

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SIGNATURE PAGE

Recommendation for Approval:

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DOCUMENT CHANGE CONTROL SHEET

Document Title: **Charter for NAC/DAS Change Control Board**

Date	Version #	Author	Status	Revision Description
3/22/21	0.1	Richard Steinbacher	Draft	Initial version
5/25/21	1.0	Richard Steinbacher & Tamika Ellis	Final	updated document with OCIO feedback; V feedback; and finalized
9/22/23	1.0	Seema Dheman		Updated system owner name for signature

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I. INTRODUCTION

The System/Business Owner, on the authority of the CIO, issues this Charter to instantiate and empower the NARA (NAC/DAS) Change Control Board (CCB).

II. PURPOSE

The purpose of this charter is to establish the authority of the NAC/DAS Change Control Board (CCB) and to set forth the scope, membership, function, and operating procedures of this board. NAC/DAS CCB is established as a review and decision-making body for approval of all tier three changes to the NAC/DAS infrastructure, and associated O&M system changes, including relevant documentation and configuration items necessary to establish baselines for those applications.

III. SCOPE

The CCB is responsible for reviewing, approving, and prioritizing all O&M changes to the NAC/DAS infrastructure and associated applications, to include architecture, design, documentation, and configuration items necessary to establish baselines for those systems and applications. The scope of these changes includes all changes as listed in the Types and Levels of Changes section of this document.

The CCB will work with the Enterprise Change Advisory Board (ECAB) to coordinate change requests that impact the NARA IT infrastructure.

IV. CHANGE TYPES

There are three (3) types of changes as identified in the table below.

Change Type	Definition	Approval
Standard (Low Risk)	A low-risk and relatively common change that follows a standard procedure or work instruction. These changes will be defined in the NAC/DAS procedure document.	Pre-approved by the NAC/DAS CCB
Configuration Item Change (Medium Risk)	A change to an item on the Configuration Item (CI) that applies to a system, application, or environment and other changes.	Requires approval by the NAC/DAS CCB
Emergency (High Risk)	A critical change that requires immediate attention to restore system availability and/or application access.	Requires approval by the Chairperson or the Chairperson's designee.

V. CCB MEMBERSHIP

The CCB has three (3) types of memberships:

- Permanent Members
- Alternate Members
- Advisory Members

The CCB is comprised of members who represent a variety of disciplines across NAC/DAS as discussed below.

P ermanent Members of the CCB are government employees and represent the different functional areas within NAC/DAS.:

Permanent Members:
1. CCB Chairperson & Business Representative: Erica Boudreau, V
2. CCB Secretary, (Satsyil PM)
3. Tools and Development Division: TBD
4. Program Management Representative: Darling Richards, IG
5. IT Project Management Representative: Richard Steinbacher, IJ
6. Quality Assurance Representative: David Leistner, IQ
7. Configuration Management Lead: Seema Dheman, IQ
8. Requirements Lead: Sara Schlanger, IR
9. Release and Deployment Lead: Bill Wingood, IQ
10. Systems Engineering Representative: Vinay Ahuja, IT
11. Services Operations Representative: (contacted for coordination only or operational support as needed)
12. Cyber Security Representative: (contacted as needed)
13. Chief Technology officer (CTO): (involved only for major upgrades or tech refresh)

Voting Members:
1. CCB Chairperson: Erica Boudreau, V
2. IT Project Management: Richard Steinabcher, IJ[1]
3. System Engineering: Vinay Ahuja, IT
4. V Alternate: (TBD) (Alternate when System/Business CCB Member is not available)
5. ID Alternate: Ed Graham (Alternate when System/Business CCB Member is not available)
6. IT Alternate: Kevin McCarthy (Alternate when IT Chair is not available)

A lternate Members are appointed by Permanent Members from their appropriate functional area to attend meetings in their absence.

A dvisory Members assist in developing impact assessments and implementing critical change requests. Advisory CCB Members represent stakeholders who have a particular interest in

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[1] IJ Voting Member is a temporary role to be replaced by a permanent Tools and Development Division (ID) Voting Member: TBD.

NAC/DAS systems. Advisory Members are non-voting members and may be called upon to provide additional information on particular areas of review within their respective functional or business areas.

VI. CCB ROLES AND RESPONSIBILITIES

The roles and responsibilities for members of the NAC/DAS CCB include:

The CCB Chairperson is a permanent voting member of the board who performs the following duties:

- Facilitate CCB meetings
- Approve records and present topics, priorities, and issues to attendees
- Lead discussions and identify and assign action items
- Escalate unresolved issues when necessary
- Approve meeting schedules and agendas
- Has veto authority

The CCB Secretariat is a non-voting member who performs the following duties:

- Record and distribute meeting agendas and minutes
- Announce meetings
- Track meeting attendance
- Handle logistical arrangements for meetings
- Keep the Chairperson apprised of status and change requests

Permanent members must participate in all scheduled meetings. Members are expected to prepare thoroughly and take initiative in bringing critical information to the attention of the CCB. Each member must:

- Represent the interests of their functional area
- Review and respond to Change Requests (CR)
- Execute assignments in a timely manner

Permanent members have the authority to make decisions and provide additional information for the functional area they represent. For this role they must:

- Ensure the accuracy and completeness of information
- Determine the validity of identified CRs or proposed changes
- Assess the impacts to requirements, technical design and/or interface with other systems
- Identify the impacts of CRs on related configuration items (e.g., baseline configurations, interfaces, requirements documentation, technical documentation, and deliverables)

CCB Alternate Members have the same responsibilities and voting privileges as the Voting Members they represent.

CCB Advisory Members are non-voting members and attend meetings as subject matter experts. They assist with the development of impact assessments and other critical implementations of change requests.

VII. CHANGE AUTHORITY AND QUORUM REQUIREMENTS

NAC/DAS CCB members approve, defer, or reject each CR by majority vote. The CCB Chairperson or a designated representative serves as a final authority to resolve all issues before the CCB and has the unilateral authority for final disposition of CRs.

For normal change requests the CCB quorum shall consist of the following members:

- The CCB Chairperson or a designated representative
- IT Security
- Systems Engineering
- Two additional CCB Permanent Members

For standard changes (considered low-risk and relatively common, routine changes) that follow a Change Model (for example, Security patches), a NAC/DAS CCB quorum is not required. This type of change only requires ECAB notification.

For emergency Change Requests NAC/DAS CCB quorum shall consist of the following emergency CCB members:

- The CCB Chairperson or a designated representative
- IT Security
- Systems Engineering

VIII. MEETINGS

The CCB meetings will be called by the CCB Secretariat, with the direction and input of the V CCB Chair as necessary to ensure prompt and efficient review and disposition of CRs. The frequency of meetings will depend on the number and urgency of CRs waiting for a disposition. Meetings may be held virtually or in-person, depending upon the complexity, urgency, level of risk and potential impact of the change. Significant or Major changes considered too complex, high risk or high impact may require a formal CCB meeting.

Emergency Meetings

When a CR has been identified as "emergency;" a critical change that is needed urgently and may have a high risk or high impact if not implemented immediately; the CCB Chair will call for an emergency CCB meeting to decide on the disposition of the change. That meeting may be held virtually to expedite review and approval. All documentation associated with an emergency change may be completed after the fact to expedite the process.

Agenda and Minutes

The CCB Secretary working with the CCB Chair, will develop the agenda. The CCB Secretary will provide the agenda for the meeting and will work with relevant members to ensure the required change documentation is provided. Meeting minutes with change dispositions will be sent out within five (5) days after the meeting is held.

IX. LOCATION OF DOCUMENTATION

All CCB documentation, including the NAC/DAS CCB charter, CRs, and decisions sheets will be located at the following shared Google Drive N AC/DAS CCB Folder location:

X. DURATION AND CHARTER MODIFICATIONS

The CCB will be an ongoing effort for managing changes to NAC/DAS systems. Any modifications to this Charter may be presented to the Board.

This Charter may be revised as needed and will be reviewed annually.

XI. CCB PROCESS AND PROCEDURES PROCESS:

1. All requests for changes to the NAC/DAS systems (excluding changes made during the course of system development, modernization,or enhancement (DME)) will be submitted by the O&M support vendor.
2. The CCB Secretariat, with the direction and input of the V CCB Chair as necessary, will add the CR to the weekly status meeting agenda.
3. The CCB Secretariat, with the direction and input of the V CCB Chair as necessary, will distribute the request(s) at least 3 business days in advance of the weekly status meeting.
4. CCB Chair will add any advisory members to the that particular meeting as needed
5. CCB members will discuss each CR and come to a consensus. If there is no consensus and more information is required, the vendor and the CCB will work with the appropriate parties to obtain and submit additional information to get the recommendation for approval. The CR in this case will be deferred until the additional information is presented for review and added to a subsequent meeting agenda.
6. Discussion of CRs will focus on the following factors:
   a. Technical feasibility

      b. Budget availability

      c. Impact on services to existing customers

      d. Applications/groups required to validate the enhancements/changes

      e. Schedule impacts

7. The CCB will recommend CR approval once all necessary information is obtained and discussed.

8. Voting Members will provide final approval.

9. The CCB Secretary will track and document all CCB items received and approved in a CCB Change Control Log

PROCEDURES:

1. Meeting Schedules: The NAC/DAS CCB will meet every Thursday during the NAC/DAS weekly status meeting

2. Approvals: All change requests submitted to the CCB will require majority approval by the CCB voting members. The CCB Chairperson serves as a final authority to resolve all issues before the CCB and has the unilateral authority for final disposition of CRs.

3. Post CCB Approval: Upon CCB approval, all change request(s) will formally be submitted as a Request for Change (RFC) to the NARA Enterprise level approval boards - TRG and ECAB - to obtain NARA Enterprise Change Advisory Board approval.

4. Tracking: CR status will be tracked in a CCB Change Control Log spreadsheet maintained by the CCB Secretary and [AC/DAS CCB](#) available at the following link: [N](#) [Change Control Log](#).

5. Reporting: All change requests will be briefed on a monthly basis to the OCIO and CINO during the CIO/CINO NAC/DAS Monthly Status Meeting.