MilOps Change Request (CR) Packet

V 1.0

MilOps Change Request (CR) Narrative

1. **Notify MilOps Co-Chairs**

   Stakeholders notify MilOps Co-Chairs of a requested change (required) & submit draft Change Request Form (optional). MilOps Co-Chairs setup a stakeholder meeting to discuss.

2. **Submit Change Request Form**

   Stakeholders will complete (or amend) the Change Request (CR) form detailing the proposed changes and submit it to the Co-Chairs via email to js.dsc.j6.mbx.milops@mail.mil. If submitted by internal personnel, proceed to Step 3.

3. **Impact and Solutions Assessment (ISA)**

   MilOps technical Subject Matter Experts (SMEs) will conduct an in-depth Impact and Solutions Assessment (ISA) of the CR, evaluating potential effects and proposing solutions.

4. **Post, Notify, and Review**

   NIEMOpen*: Co-Chairs will upload the CR to the GitHub page then disseminate an email notification from the MilOps Team email to the MilOps community, including a link to the GitHub site where the CR has been posted. The community will have a 30-day period to review the document. If there are any questions, comments, or concerns, they can be emailed to the MilOps team at js.dsc.j6.mbx.milops@mail.mil.

   > SUBJECT: CR Review & Comment Requested – CR##-## - Deadline [30 Days at MM/DD/YY]
   >
   > MilOps Community Members,
   >
   > A Change Request (CR) has been submitted and posted on [GitHub/WMA Portal]: [link]. To foster understanding and collaboration, we are now in a 30-day period of review. We invite you to review and submit any comments to the MilOps Team at js.dsc.j6.mbx.milops@mail.mil.
   >
   > At the end of the review period, any comments submitted will be addressed by the stakeholders and technical SME/Lead Developer, either in a subsequent MilOps Committee meeting, or via email.
   >
   > Once comments have been addressed, another review will be requested. If no comments are received, a ballot will be emailed with a request for your votes. Please note that silence is concurrence.
   >
   > Thank you for your collaboration!

   *MOMS submissions: Co-Chairs will share with WMA Portal Administrators for upload & email Community members.

5. **Address Comments**

   If any comments have been received by the MilOps Team, those items will be consolidated and shared with the stakeholders, including the technical SME/Lead Developer. If needed, MilOps Co-Chairs will schedule a follow-up ad hoc meeting for further discussion. Once items are addressed, any required adjustments to the CR Form are made, the form is re-submitted, and the process resets for the MilOps Community review period.

   If no comments have been received, the process moves directly to Voting.

6. **Vote**

   From the MilOps Team email to the MilOps community, Co-Chairs will send a request to vote, including a link to the GitHub site or WMA Portal (for MOMS submissions) where the CR has been posted. The community will have a 14-day period to vote (email, phone, face-to-face, etc.). Votes can be emailed to the MilOps team at js.dsc.j6.mbx.milops@mail.mil.

   > SUBJECT: CR Vote Requested – CR##-## - Deadline [14 days at MM/DD/YY]
   >
   > MilOps Community Members,
   >
   > A Change Request (CR) has been submitted and posted on [GitHub/WMA (for MOMS submissions)]: [link]. It was approved during the period of review, and we invite you to reply with your vote to the MilOps Team at js.dsc.j6.mbx.milops@mail.mil.
   >
   > Please note that silence is consent.
   >
   > Thank you for your collaboration!

7. **Development Submission & Upload**

   Once the vote has passed, Co-Chairs will submit the CR to the Lead Developer to upload to the MilOps Data Model. The Lead Developer will upload to the MilOps Data Model within 10 business days and email confirmation of upload to the MilOps Team at js.dsc.j6.mbx.milops@mail.mil. Co-Chairs will complete the change process, including noting the date of completion.
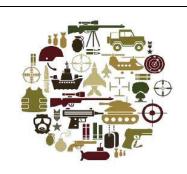
NIEMOpen ONLY: If submitting for Project Standard Release (Major or Minor):

8. **Brief NBAC & Kick-off OASIS CCB Process**

   Co-Chairs will inform the NBAC about the approval of the MilOps CR process, concluding the internal MilOps process for non-MOMS products, and triggering the initiation of the internal OASIS Change Control Board (CCB) process.

	MilOps Committee Change Request Form	

Instructions:
- Complete the fields in Section I of the form below as appropriate and send to the Configuration Control Board Secretariat [email: js.dsc.j6.mbx.milops@mail.mil]. Attach a full description of the proposed change.
- Do not use this form for changes to tools, technical specifications, or training materials. Instead, send those change requests directly to info@niemopen.org.

SECTION I (Originator to Complete)	
Request Date	(MM/DD/YY)	Agency Internal Reference Number	
Change Request Title	
CR Sponsor	
Originating Organization Name	
Point of Contact (Name/Title)	
POC Telephone	
POC Email Address	
Change Request Scope	☐ New ☐ Modify Existing ☐ Admin/Typo ☐ Other _____
Is this CR publicly releasable (NIEMOpen)?	☐ Yes ☐ No If "No", explain:

Attention Originating Organization: Describe the proposed change, including the recommendations (to include identification of paragraph(s)/sections(s) impacted and document markup where necessary), justification (including authoritative references), and associated impacts and risks. Change requests without full and clear description will be returned for rework before consideration.

Change Description [identify specific paragraph(s)/section(s) impacted and document markup where necessary, attaching additional sheet or file, if required]**:**
Change Justification [including supportive authoritative references]:
Impacts & Risks:
List Amplifying Attachments such as record filename and dates, schemas, code lists, COI test reports. etc.:

Impact & Solutions Assessment

SECTION II (Technical SME or Lead Developer to Complete)	
Date of ISA Completion	
Technical SME/Lead Developer	
Technical SME/Lead Dev Organization	
Technical SME/Lead Dev Email	
Technical SME/Lead Dev Phone	
Impact	Does this change impact another pending CR? ___N ___Y If "Yes", list other CRs that would be impacted or corrected with this change:
Assessment	
Implementation Options	☐ NIEM Version:_____ ☐ MOMS Release:_____
Recommendations	

MilOps Subcommittee Endorsement

SECTION III (MilOps Co-Chair to Complete)	
Date Received	(MM/DD/YY)
Date Reviewed	(MM/DD/YY)
Implementation	(MM/DD/YY)
Comments/Explanation	
Disposition date	(MM/DD/YY)
Disposition ☐ Approved ☐ Disapproved ☐ Conditional Approval	
Approving Official (Name/Signature)	
Approving Official Title	
Approving Official Signature Date	