**Change Request Process**

**Step 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.

**Step 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](mailto:js.dsc.j6.mbx.milops@mail.mil).

**Step 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.

**Step 4: Post, Notify, and Review**

MilOps: 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](https://dod365-my.sharepoint-mil.us/personal/beth_l_smalley_civ_mail_mil/Documents/Beth's/MilOps/CCB/New%20Process%20&%20Flowchart/js.dsc.j6.mbx.milops@mail.mil).

SUBJECT: CR Review & Comment Requested – CR##-## - Deadline [30 Calendar Days at MM/DD/YY]

MilOps Community Members,

A Change Request (CR) has been submitted and posted on [GitHub](https://github.com/niemopen/nbac-admin/tree/main/milops-subcommittee/change-request). To foster understanding and collaboration, we are now in a 30-calendar 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](mailto: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!

**Step 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.

**Step 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 where the CR has been posted. The community will have a 14-calendar 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](https://dod365-my.sharepoint-mil.us/personal/beth_l_smalley_civ_mail_mil/Documents/Beth's/MilOps/CCB/New%20Process%20&%20Flowchart/js.dsc.j6.mbx.milops@mail.mil).

SUBJECT: CR Vote Requested – CR##-## - Deadline [14 calendar days at MM/DD/YY]

MilOps Community Members,

A Change Request (CR) has been submitted and posted on [GitHub](https://github.com/niemopen/nbac-admin/tree/main/milops-subcommittee/change-request). 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](mailto:js.dsc.j6.mbx.milops@mail.mil).

Please note that silence is consent.

Thank you for your collaboration!

**Step 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 content to the model and email confirmation of upload to the MilOps Team at [js.dsc.j6.mbx.milops@mail.mil](mailto:js.dsc.j6.mbx.milops@mail.mil). Co-Chairs will complete the change process, including noting the date of completion.

**Step 8: Brief NBAC & Kick-off OASIS CCB Process**

Rather the CR is for a major or minor release, Co-Chairs will inform the NBAC about the approval of the MilOps CR process, concluding the internal MilOps process and triggering the initiation of the internal OASIS Change Control Board (CCB) process.