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AIR FORCE MATERIEL COMMAND

AIR FORCE MATERIEL COMMAND
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Maintenance

ENGINEERING DATA STORAGE, DISTRIBUTION, CONTROL, AND CONFIGURATION CONTROL

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This Instruction implements AFI21-101, Aircraft and Equipment Maintenance Management. This manual supports guidance from AFI63-101/20-101, Integrated Life Cycle Management, and AFMCI 21-401, Engineering Data Storage, Distribution and Control, providing detailed guidance pertaining to Air Force engineering data storage, distribution, control processes, and identification of Air Force drawing formats. It provides policy and procedures for managing engineering data stored, distributed, and controlled by authorized Air Force Materiel Command (AFMC) Engineering Data Support Centers (EDSC) and repositories within AFMC's Air Force Life Cycle Management Center (AFLCMC), Air Force Sustainment Center (AFSC), Air Force Nuclear Weapons Center (AFNWC), Air Force Test Center (AFTC), and Air Force Research Laboratory (AFRL). This manual applies to all AFMC aforementioned offices and centers that use, analyze, evaluate, maintain, modify, purchase, or store engineering data elements, configuration management, and is limited to only that information necessary to accomplish engineering data storage, distribution, and control within AFMC. All information not directly pertaining to this process has been eliminated. This instruction does not apply to the Air National Guard or Air Force Reserve Command units and members. This publication may not be supplemented at any level. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management

System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for a glossary of references and supporting information. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Mandates to the acquisition execution chain are not considered Wing-level mandates and therefore tiering IAW AFI 33-360 does not apply. Offices must submit waiver requests seeking relief from compliance through the command chain up to one of the following in the order listed: (1) the Tier waiver approval authority, if tiered; (2) the office/official with waiver authority as identified/directed in the publication, if a non-tiered item; (3) the publication OPR if non-tiered and/or the publication does not specify.

SUMMARY OF CHANGES

This revision has been extensively rewritten and should be read in its entirety. The revised guidance incorporates elements of AFLCMC Configuration Management (CM) Process guides and updated CM processes from Robins Air Force Base Instruction 63-104 Configuration Management (which will be rescinded when this AFMCMAN is published).

1. Introduction. The AFMC engineering data storage, distribution, control, and configuration management processes apply to all levels of organizations throughout AFMC. It is intended to make efficient and effective use of engineering data acquired through contract or developed organically. **(T-2)**

2. Objectives. The principle objective of this manual is to provide detailed guidance for the implementation of AFMCI 21-401 policy, in a manner consistent with AFI63-101/20-101 requirements.

3. Delivery and Receipt of Contractor Engineering Data. Engineering data must be adequately controlled to ensure it can be used for intended purposes IAW with DOD and AF STINFO policies. This includes review of received data for compatibility with existing data storage and retrieval systems, assurance that information with limited data rights is clearly and properly identified, confirmation that the data delivery is complete, and verification that the data delivery meets applicable contract schedules. **(T-2)**

3.1. Evaluation of Delivered Contractor Data. Data received from contractors will be reviewed and evaluated to ensure technical acceptability, completeness and format in accordance with contract requirements and schedule. **(T-2)**

3.1.1. All prepared Engineering Technical Data for delivery and/or received shall be prepared and inspected in accordance with MIL-STD-31000 Technical Data Packages. **(T-2)**

3.1.2. Top-down breakdown assessments should be routinely applied in the technical acceptance process, using the guidelines in MIL-HDBK-288, Review and Acceptance of Engineering Drawing packages. **(T-2)**

3.1.3. Initiate action through the program office and contracting officer to address resolution of data issues (e.g., data missing, incorrect format, improper classification/distribution markings).

3.1.4. Manual or computer-based records are to be established to record deficiencies in contract deliveries and validate corrective actions. **(T-2)**

3.2. Receipt of Engineering Data. AFMC Form 176, Engineering Data Inspection and Processing Record, or locally developed automated computer based system, is used to document receipt and review of contractor engineering data deliveries. Satisfactory completion of delivered engineering data reviews is the basis for acceptance of the data by DD Form 250, Material Inspection and Receiving Report, and when required entry into Wide Area Workflow. AFMC Form 176 is also used for reviews of filming or scanning of in house source documents;

re-filming or scanning of flawed or mishandled record copies of data; and to record deficiencies in a contract delivery. **(T-2)**

3.3. Deliverable Status Tracking. AFMC Form 177, Repository Due-In Asset Record, the Engineering Data Acquisition Record File (EDARF), or other locally developed automated computer based system, may be used to track contract deliveries of engineering data. Records must identify the initial due date, any revised due dates, and the actual delivery date. **(T-2)**

3.3.1. Pertinent information as specified on AFMC Form 177 or other locally generated computer record should be accurately entered to reflect all information necessary to monitor incoming data deliveries. **(T-2)**

3.3.2. Periodic review of AFMC Form 177 or extraction of computer reports procedures must be accomplished to allow for timely follow up of delinquent contract deliveries. **(T-2)**

3.4. Fiscal Planning. Authorized AFMC repositories must identify future requirements and forecast funds to acquire necessary materiel to support the repository function. In addition to facility and other operational requirements, the following items, previously funded by HQ AFMC to develop requirements for Joint Engineering Data Management Information and Control System (JEDMICS) management of data (receive, storage, and distribution) must be considered. **(T-2)**

3.4.1. Digital media products shall be utilized to store, maintain, and archive the production of bid-sets and transmittal of engineering data. **(T-2)**

3.5. Engineering Data Replacement. Procedures will be established and applied to replace unusable, and acquire missing or overlooked, engineering data. **(T-2)**

3.5.1. Unusable Data. Official record copies of engineering data which have been requested by repository users and are determined to be unusable shall be replaced with usable data copies. **(T-2)**

3.5.2. Repositories will make maximum use of the Military Master Engineering Data Asset Locator System (MEDALS) to determine if usable data is complete enough to be usable for acquisition. **(T-2)**

3.5.3. Repositories will use MEDALS indexes to obtain guidance on how to order data. **(T-2)**

3.5.4. Missing and Overlooked Data. Missing data identified during the loading of contract deliveries, and data overlooked during initial acceptance review, will be identified and submitted to the activity working the engineering data acquisition effort. **(T-2)**

3.6. Foreign Visitor Control. The following procedures will be applied to control foreign government representative's access or visits to any authorized AFMC repository. **(T-2)**

3.6.1. Visitor Verification. Verify each foreign government representative has authorization which has been coordinated through the foreign country embassy in Washington DC, SAF/IADD, and HQ AFMC/A2S. **(T-2)**

3.6.2. Visit Authorization. Each visit authorization shall identify the purpose of the visit and the weapon system to which the visit applies. Visitors are normally allowed to view

master set data, pick up selected copies of viewed data, or pick up copies of previously requested data. **(T-2)**

4. Documentation of Findings. Activities with AFMC authorized repositories shall use AFMC Form 179, Repository Release/Withhold Findings Non-Government Activity Request, and AFMC Form 179A, Repository Release/Withhold Findings Non-Government Activity Request (Continuation), or equivalent computer generated file to document release or withholding findings against non-government requests for engineering data located in the repository master file. **(T-2)**

4.1. Requests. Local and offsite customer requests for data from an Engineering Data Support Center (EDSC) will be accomplished using the following procedures. **(T-2)**

4.1.1. Authorization. Establish, issue, and maintain authorization accounts for all locally supported customers with a continuing need for over-the-counter delivery or digital access. The repository must maintain a listing of account numbers and the customer name tied to each account number. Computer record files should receive first consideration for keeping current records. **(T-2)**

4.1.1.1. Customers requiring remote access to electronic engineering data storage systems must process a complete JEDMICS Access Request through **https://jedmics.af.mil/webjedmics/index.jsp**, to obtain the EDSC JEDMICS password administrator.

4.1.1.2. Revalidation of authorization listings and system access must be accomplished at least annually.

4.2. Special Actions. Customers should initiate requests for special projects such as correction of missing or illegible data, and initiation of challenge actions. **(T-2)**

4.3. Bid-sets. The process for producing bid-sets developed jointly by contracting, EDSC, and technical content functions will address the following items: **(T-2)**

4.3.1. Names, office symbols, and telephone numbers of focal points.

4.3.2. The predetermined quantity of bid-sets for each request.

4.3.3. Procedures that allow for increasing or decreasing bid-set quantities.

4.3.4. Procedures that define when slave decks should be prepared.

4.3.5. Procedures to notify contracting officers when a bid-set document image contains a military critical sensitive or other restrictive distribution legends other than export control notices.

4.4. Bid-set Planning.

4.4.1. Advertising. Ensure the plan requires advertisement of the contract action as required by Federal Acquisition Regulation (FAR) Part 5, and supplements. Solicitations may be simply posted in a public place at the contracting office or may require a synopsis in the Commerce Business Daily (CBD) depending on the established thresholds (expected contract cost) in place at the time of contract award. Whether "posted" or synopsized in the CBD, the advertisement should explain that those interested in submitting a bid must be a certified contractor. The telephone or facsimile number of the person who can provide copies of the bid-set and related information should also be provided.

4.4.2. Application Control. Ensure the plan requires statement to be provided with the bid-set that certify (1) the documents are provided for bidding purposes only, (2) copies have not been made or provided to any other parties, and (3) the copies provided have been destroyed. **(T-2)**

4.4.3. Source Restriction. Establish procedures for notifying contracting officers when a bid-set only supports the contract award to approved or qualified sources.

4.5. Engineering Data Distribution. The following are established to ensure standard engineering data distribution practices are implemented and applied to all activities authorized AFMC repositories:

4.5.1. Reserve Files and Updates. Repositories shall establish data set reserve files with automatic update capability to support Air Force maintenance activities; e.g., depot level overhaul shops and field level repair shops. The following practices shall apply: **(T-2)**

4.5.1.1. Primary reserve files with current mailing lists are established and maintained for each maintenance activity supported. A secondary reserve file and a special project file may also be maintained.

4.5.1.2. Minimize the requirement for reserve files and manual updates through use of local and remote digital access connectivity.

4.5.1.3. For legacy non-digital data, reserve files should normally contain only non-camera silver duplicate master image cards. However, reserve files may be a mixture of camera masters, silver duplicate non-camera masters, or diazo copy cards.

4.5.2. Authorization. Maintenance activities will establish requirements for new sets of data and notify the supporting EDSC when a reserve file data set is no longer required. Authorization to establish new data sets requires the following actions: **(T-2)**

4.5.2.1. A maintenance or repair activity at a location serviced by an EDSC will submit a data set request that includes a justification and impact statement and has been approved by a Chief of Maintenance or equivalent level of authority to the servicing EDSC. The EDSC will assign a project number and forward the request to the requesting activities MAJCOM focal point.

4.5.2.2. A non-maintenance or maintenance activity not serviced by a local EDSC will submit a data set request using procedures in 4.5.2.1., but shall process the request through the MAJCOM focal point.

4.5.2.3. After MAJCOM approval, requests will be forwarded to the EDSC that will provide the data set and any subsequent updates. Each approved data set request shall specify if the request is a one-time issue only or if automatic updates are required.

4.5.2.4. EDSCs should verify the completeness of each request and, if necessary, request the information required to process the request from the submitting MAJCOM. Initial or corrected requests should be processed in 45 calendar days.

4.5.2.5. Activities that receive reserve or special project updates will periodically review, update, and revalidate the need for the files.

4.6. Reserve File Content. Each reserve file should only contain data required by a maintenance activity. Within the constraints of the repository and maintenance facility resources, the following practices should be followed:

4.6.1. Create individual document (part) number listings for each maintenance activity dataset.

4.6.2. Create individual subsets for each next higher assembly (NHA) or end items (EI) associated with the basic set of data.

4.6.3. Maintain current mailing lists that identify the set of data required by each addressee. The primary addressees are usually category IV local base-level EDSCs, but may include individual offices or persons when a local base-level EDSC is not available at their location.

4.6.4. Establish procedures to annually update and revalidate data set requirements (add, delete, modify, update address, etc.).

4.7. Acquisition Streamlining and Standardization Information System (ASSIST). ASSIST is a robust, comprehensive web site used by standardization management activities to develop, coordinate, distribute, and manage defense and federal specifications and standards, military handbooks, commercial item descriptions, data item descriptions, and related technical documents prepared in accordance with the policies and procedures of the Defense Standardization Program (DSP). Besides DoD-prepared documents, ASSIST also has selected international standardization agreements, such as NATO standards ratified by the United States and International Test Operating Procedures.

5. Application. The following steps must be applied when processing a request for engineering data from a nongovernment activity that cites or implies Freedom of Information Act (FOIA). When a nongovernment activity submits a request for engineering data that cites FOIA applicability the following steps will be implemented. All actions on FOIA requests will comply with DOD5400.7R_AFMAN33-302, Freedom of Information Act Program. For a request that does not explicitly cite the FOIA but implies applicability, the following steps should be implemented while applicability is being determined. If it is determined that the request for data is not FOIA request see **paragraph 5.10. (T-2)**

5.1. Initial Actions. For the handling and processing of a FOIA request, immediate establishment of procedures is essential. The following actions are required upon receiving a FOIA request: **(T-2)**

5.1.1. A designated engineering data focal point shall be identified to receive FOIA requests from the local base administrative FOIA control office. **(T-2)**

5.1.2. Direct Submissions. Process FOIA requests mailed directly to the engineering data FOIA focal point to the local base administrative FOIA control office. **(T-2)**

5.1.3. Management Control. Establish internal FOIA suspense tracking using AF Form 388, Communication Control Record, or other local computer generated files. Initiate an AFMC Form 179 and AFMC Form 179A or comparable computer record file and complete all required entries. Establish a project folder for each request received from the FOIA office which contains, as a minimum, an unmarked copy of the FOIA office request and completed AFMC Form 179 and AFMC Form 179A. When necessary, contact

AFIMSC/JA to provide FOIA legal advice and review in addition to creating working copies of project file documents for use by focal point and repository action agents. **(T-2)**

5.2. Data Search. The assigned repository action agent will search the repository master file to determine the availability of the requested data. **(T-2)**

5.2.1. For each requested document record the number of images, classification, if previously released to public domain, rights status, and distribution statement restrictions in the appropriate column on AFMC Form 179 and AFMC Form 179A. **(T-2)**

5.2.2. Make one set for all releasable data and, if requested, one set of paper prints. Also make two sets of all documents with restrictive legends. Do not make copies of classified documents. **(T-2)**

5.2.3. Provide completed project packages to the engineering data FOIA focal point. **(T-2)**

5.3. Availability Review. Review each completed project received from the repository and perform a search using MEDALS to determine the availability of data at another repository. **(T-2)**

5.4. Release Letter. Prepare and process a final/interim release letter for all releasable data and, when appropriate, identify any document that is not available. When data is not available, enter a suggested source for the data based upon a MEDALS search. **Attachment 3** contains an example of a final/interim release letter. **(T-2)**

5.5. Proprietary Data. Apply the following procedures when a requested document has a proprietary ownership or Government Purpose License Rights (GPLR) legend on the image or a restrictive rights code has been entered in the Hollerith information: **(T-2)**

5.5.1. Extension. Contact the administrative FOIA control office and request a 30 calendar day extension to process a written inquiry to, and a reply from, the owner of the restricted rights data and a follow-on evaluation by the Judge Advocate General (JAG) office. Document the new suspense date in block 9 of the AFMC Form 179. **(T-2)**

5.5.2. Inquiry Letter. Prepare an inquiry letter to the document owner identified in the GPLR legend or the original design activity as reflected by the Commercial and Government Entity (CAGE). Attach a 5 U.S.C. 552(b) (4) information page and one set of the image cards with restrictive legends. An example of the preferred inquiry letter is contained in **Attachment 4** which has been structured to address engineering data needs. **(T-2)**

5.5.2.1. Initiate follow up when a reply to the inquiry letter has not been received within 5 work days of the updated suspense date. Contact the owner via telephone and ask when a written response can be expected. If necessary, contact the administrative FOIA control office to adjust the suspense date.

5.5.2.2. Evaluate each response and prepare a final release letter to immediately release some or all of the documents that can be released. An example of a final release letter is contained in **Attachment 3**.

5.5.2.3. Prepare a package for JAG evaluation when a response states the documents aren’t releasable. If necessary, schedule a personal meeting to go over technical issues

with the JAG office so they can make a complete and intelligent review prior to providing a written legal opinion. The package should contain:

5.5.2.3.1. A formal letter requesting an official JAG office opinion.

5.5.2.3.2. A copy of the inquiry letter mailed to the document owner.

5.5.2.3.3. A copy of the owner's response.

5.5.2.3.4. A print copy of the document which contains the limited rights information (legend).

5.5.2.3.5. A copy of any additional contractual agreements that may have been implemented in the original Purchase Request (PR) or in the original data acquisition contract. When applicable, this information should be available from contract files and maintained by the Configuration Data Management/Engineering Data Management function.

5.5.2.4. When a response withholds the release of rights, and the JAG office opinion agrees, the documents must be withheld, and a denial letter (Exemption 5 applies) is to be prepared and issued. **Attachment 5** is an example of a suggested denial letter.

5.5.2.5. When a response withholds the release of rights, and the JAG office written response does not agree with the response to withhold, the applicable document(s) must be released. Initiate action to remove the proprietary legend from the official record copy of data.

5.6. Militarily Critical Data. Apply the following procedures when a requested document image has a legend that says "THIS DOCUMENT CONTAINS MILITARILY CRITICAL DATA" or a restrictive distribution code statement other than "A": **(T-2)**

5.6.1. Verification. Contact the document's technical data content manager to verify that the militarily critical data legend is valid. **(T-2) NOTE:** Only documents whose information is totally related to the Militarily Critical Technology List (MCTL), Munitions List (ML), or Commodities List (CL) may be designated as militarily critical data. Furthermore, the document's information must have no commercial value and be solely related to specific military application or to a deficiency of a potential adversary. Very few unclassified repository documents are of this nature. Those that do not meet the requirements are usually associated with the ML.

5.6.2. Release Criteria. Documents appropriately designated as militarily critical data are releasable only if the conditions set forth in the militarily critical technical data agreement apply. **(T-2)**

5.6.2.1. Review the Certified Contractor Access List (CCAL) to verify each requester is a certified contractor. If the document has previously been released in a documented controlled bid-set solicitation, or if it is expected to be released in a future documented controlled bid-set solicitation, it is releasable to a certified contractor who meets these requirements. If released, a controlled condition release letter will be prepared. **Attachment 6** contains an example of the controlled release letter.

5.6.2.2. If a copy is not received with the request, research the CCAL. If the requester is listed, contact by telephone is required to process their request. If the requester is not listed, a denial letter (see **Attachment 5**) should be processed.

5.6.2.2.1. The following statement must be added to the first paragraph of the letter: "Some of the denied documents may be releasable to certified contractors. To become a certified contractor, submit request to: United States/Canada Joint Certification Office, Defense Logistics Agency Information Center, and ATTN: DLSC-FBA, Federal Center, Battle Creek MI49017-3084."

5.6.2.2.2. When a militarily critical data document is withheld from a request, Exemption 7, citing 10 U.S.C. 130 condition is applicable and coordination from the JAG office is required.

5.7. Export Control. Documents whose legends have an export-control warning notice are generically referred to as export control data. Documents appropriately designated as export control data are releasable, unless a critical technological or operational military advantage that meets Statute 10 U.S.C. 130 withholding criteria is applicable. If a requested document image has an export control warning notice legend, accomplish the following:

5.7.1. 10 U.S.C. 130 withholding is applicable if all five of the factors in **Attachment 7** apply.

5.7.2. If Factor 1a and Factor 1b are both true, contact the technical data content manager and determine if paper print or copy card copies are needed. Prepare a 10 U.S.C. 130 declaration, attach a copy of **Attachment 7**, identify the documents to be evaluated, and if necessary any required copies of affected documents. Submit this information to the office that is responsible for the document's technical content. **Attachment 8** provides an example of a 10 U.S.C. 130 engineering data/repository project officer's focal point declaration. **Attachment 9** provides an example of a technical data content manager declaration.

5.7.3. Allow 10 work days for a response, then initiate follow up action. **(T-2)**

5.7.4. When the technical data content manager's declaration states the documents do not meet the requirements of Factor 1c, Factor 1d, and Factor 1e, immediately release these documents. Prepare a release letter (**Attachment 3**). **(T-2)** If the requester is not a certified contractor the release letter should include the releasability statement shown in **paragraph 5.6.2.2.1.**).

5.7.5. When the technical data content manager's declaration states the documents do meet the requirements of Factor 1c, Factor 1d, and Factor 1e, schedule a meeting to explain the technical factors to the JAG office so they can make a complete and intelligent review prior to providing a written legal decision (opinion). The following information must be provided: **(T-2)**

5.7.5.1. A formal letter requesting an official JAG office opinion.

5.7.5.2. A copy of the applicable inquiry letter (**Attachment 4**).

5.7.5.3. A copy of the engineering data focal point declaration (**Attachment 8**).

5.7.5.4. A copy of the technical content manager's declaration (**Attachment 9**).

5.7.5.5. A paper print copy of any document requested by the JAG office.

5.7.6. Follow up with the JAG office if their written opinion is not received within 10 work days. If the JAG office written opinion agrees with the technical data content manager that 10 U.S.C. 130 withholding applies, the document must be withheld if the requester's request justification is not sufficient for releasability. Prepare a denial letter (Exemption 8, citing 10 U.S.C. 130, applies).

5.7.7. To be sufficient for releasability, the request must meet the condition set forth in **paragraph 5.6.2.**, with two exceptions. The exceptions are that the business description stated in request only has to "specifically" match the content of the requested document and, the release letter must conform to the example in **Attachment 6**. **(T-2)**

5.8. Final Documentation Action. Accomplish completion of all forms or computer files. **(T-2)**

5.8.1. Complete entries in AFMC Form 179. **(T-2)**

5.8.2. Ensure all documentation (inquiry letters, release letters, denial letters, etc.), including dates, are appropriately inserted. **(T-2)**

5.8.3. Retain the copies of image cards for all documents with restrictive markings that were not released. Hold these cards for at least 90 calendar days beyond the date of the last denial letter since the cards may be necessary to process any appeal action by the requester, then destroy them. **(T-2)**

5.8.4. Establish or place any correspondence from a proprietary rights owner, a technical data content manager 10 U.S.C. 130 declaration, and a repository project officer 10 U.S.C 130 declaration in a permanent file to avoid the need to repeat the withhold/release procedures on any future FOIA or non-FOIA request for the same document(s). **(T-2)**

5.8.5. Establish pertinent record elements in local data base files to facilitate research on future requests.

5.8.6. Forward all documentation placed in the engineering data focal point project folder repository documentation to the administrative FOIA control office. Ensure that the FOIA office is advised that this constitutes closing action for a specific FOIA office project number. **(T-2)**

5.9. Appeals. When an appeal is received, the following must be accomplished: **(T-2)**

5.9.1. Evaluate the requester's rationale and, if necessary, request an opinion from the technical data content manager. **(T-2)**

5.9.2. Provide the JAG office with an evaluation and request their written decision (opinion). **(T-2)**

5.9.3. If the JAG office agrees with the requester, release the documents. If the JAG office doesn't agree, prepare a letter that states the decision to withhold has been upheld. Forward the letter to the administrative FOIA control office so they can inform the requester that their appeal has been denied locally but it is being forwarded to the HQ AFMC administrative FOIA control office for further review. **(T-2)**

5.10. Non-FOIA Requests. When a nongovernment activity submits a request for engineering data that does not cite or imply FOIA status, the procedures and processes established to handle an FOIA request are implemented with the following exceptions: **(T-2)**

5.10.1. Coordination with, and reporting to, the FOIA control office is not required.

5.10.2. Coordination with the JAG is not required unless withholding actions are challenged by the requester.

6. Requests. Foreign Military Sales (FMS) requests received by the designated center FMS engineering data monitor are acceptable only from the Air Force Security Assistance and Cooperation (AFSAC) Directorate, AFLCMC/WF. FMS requests from other than AFSAC will be forwarded without action to AFSAC for processing. **(T-2)**

6.1. Accepted Requests. Accepted requests require the following actions: **(T-2)**

6.1.1. Evaluation of Request. Evaluate each AFSAC request and verify that the package contains the following: **(T-2)**

6.1.1.1. AFSAC Program Control Office (PCO) identity and phone number.

6.1.1.2. An AFSAC case designator project number.

6.1.1.3. Identifies the specific system T/M/S or EI component or a listing containing the document (part) number, revision level, and CAGE code for each document required if only individual documents are required.

6.1.1.4. States whether the request is a one-time issue requirement or if subsequent automatic updates will be necessary.

6.1.1.5. Provides a ship to address such as the embassy or country freight forwarder as listed in the Military Assistance Program Address Directory (MAPAD).

6.1.1.6. Provides a 14-digit Military Standard Requisitioning and Issue Procedure (MILSTRIP) number.

6.1.1.7. States that the AFSAC PCO must be provided the processing cost via telephone or other electronic means before making up a set of data for shipment.

6.2. Processing of Request. Process each AFSAC request as follows: **(T-2)**

6.2.1. Establish an FMS special project folder. **(T-2)**

6.2.2. Remove the requested set of data from repository files. **(T-2)**

6.2.3. Obtain inputs from the technical content manager when necessary. **(T-2)**

6.2.4. Return the request to the AFSAC PCO when the technical data content manager cannot identify the individual documents. If unidentifiable individual documents were requested, return the request to the PCO for further action with the FMS requester. **(T-2)**

6.2.5. Establish a special project file for FMS requests that require automatic updates. **(T-2)**

6.2.6. Identifying the number of cards/data in the set of data according to DoD 7290.3-M, Foreign Military Sales Finance and Accounting Manual, Table 716-3 to arrive at the total allowable processing cost. **(T-2)**

6.2.7. Provide the AFSAC PCO with the processing cost by telephone or other electronic means. **(T-2)**

6.3. Lack of Funds. When informed by the AFSAC PCO that funds are not available the following procedures apply: **(T-2)**

6.3.1. Terminate the project when directed by the AFSAC PCO response. **(T-2)**

6.3.2. Suspense the request for follow up to the AFSAC PCO on the date the AFSAC PCO indicates they expect receipt of money. **(T-2)**

6.4. Funding Available. When the AFSAC PCO verifies money is available, use the following to continue processing the FMS case: **(T-2)**

6.4.1. Make an image Dual Purpose Engineering Document. **(T-2)**

6.4.2. Process record copy cards for refile. **(T-2)**

6.4.3. Place the FMS image card set in the folder. **(T-2)**

6.4.4. Make an overall initial numerical listing (index) of all the document numbers and, as applicable, identify any document number (card) that is classified or has a proprietary ownership legend. This list will become the preliminary shipping list. **(T-2)**

6.5. Coordination. Prepare and submit a letter to the Foreign Disclosure Policy Office (FDPO) that provides the following information: **(T-2)**

6.5.1. Identity of the case designator project number and the system T/M/S or EI component or individual document (part) number(s) with revision and CAGE code. **(T-2)**

6.5.2. A copy of the preliminary shipping list. **(T-2)**

6.5.3. The location where documents listed on the shipping list may be viewed. **(T-2)**

6.5.4. Guidance that informs the FDPO that when they approve the request, they must also include a signed approved statement on the preliminary packing list and return the list with their approval letter. **(T-2)**

6.6. FDPO Procedures. Upon receipt of an engineering data FMS project officer request, the FDPO will accomplish the following: **(T-2)**

6.6.1. Determine if any country peculiar limitations apply such as; a specific configuration. **(T-2)**

6.6.2. Determine if the set of data is necessary (authorized) to support the requesting country maintenance needs. **(T-2)**

6.6.3. Determine if any proprietary ownership data should be shipped and, if determined to be necessary, initiate action through the engineering data FMS focal point to obtain approval from the owner of the proprietary rights data. Attach a copy of the rights release letter to the FDPO response. **(T-2)**

6.6.4. Determine if any classified data should be shipped and, if determined to be necessary, obtain coordination from HQ AFMC/A2S and all other appropriate administrative security controls functions. **(T-2)**

6.6.5. Submit the FDPO approval/disapproval letter to the repository. If some of the cards are not to be shipped, state the reason why and clearly identify on the preliminary packing list which document numbers (cards) are not to be shipped. **(T-2)**

6.7. FDPO Response Actions. Review each response received from the FDPO and accomplish the following actions: **(T-2)**

6.7.1. Remove the cards designated for shipment from the repository project folder. As necessary, destroy any card identified by the FDPO that shall not be shipped. **(T-2)**

6.7.2. Revise shipping list to reflect FDPO direction. **(T-2)**

6.7.3. Prepare an original, one copy of the revised shipping list, and a six part DD Form 1348-1, Issue Release/receipt document per DOD Single line. **(T-2)**

6.7.4. Distribute or utilize the two sets of completed shipping documents DD Form 1348-1 (6 part), as follows: **(T-2)**

6.7.4.1. Mail parts 1 and 2 of the original set to the AFSAC PCO. The PCO will normally use part 1 to bill the FMS customer account and part 2, as necessary, for other case file documentation.

6.7.4.2. Retain part 3 through 6 of the original set for in-house record needs.

6.7.5. Enclose the copy set in the shipment. **(T-2)**

6.7.6. Prepare for shipment and ship by traceable means. **(T-2)**

6.8. Follow-on Support. The following practices shall be applied to follow-on FMS support: **(T-2)**

6.8.1. When the EDSC receives revised or new documents for a set of data shipped under a previous FMS action, the EDSC will notify the engineering data FMS focal point of the new delivery and specify the total number of cards that would require delivery to a specific FMS country. **(T-2)**

6.8.2. The engineering data FMS project monitor will: **(T-2)**

6.8.2.1. Determine the dollar amount to provide the new cards to the specific FMS country.

6.8.2.2. Contact the AFSAC PCO by telephone or other electronic means and inform the AFSAC PCO of the previous case designator project number.

6.8.2.3. Request the AFSAC PCO determine if funds are available to pay for the FMS delivery.

6.8.2.4. Verify the FMS country's ship to address is still the same and, if not, obtain the new address.

6.8.2.5. Obtain a 14-digit Military Standard Requisitioning and Issue Procedures (MILSTRIP) number required to process the automatic update shipment.

6.8.3. When the AFSAC PCO confirms money is available follow the procedures applied to an initial FMS project. **(T-2)**

7. Procedures. Procedures to accomplish inactivation, reactivation, and destruction will be established.

7.1. Plans. Develop data inactivation, reactivation, destruction plans when receipt of new data, revisions to existing data, or the phase out or reactivation of a weapon system EI, NHA, or a bit- piece part occurs. **(T-2)**

7.1.1. Identify focal point key players such as inventory managers, program manager, technical office, cataloging, provisioning, and EDSC activities. **(T-2)**

7.1.2. Ensure plans address such conditions as: **(T-2)**

7.1.2.1. Focal point names, office symbols, and telephone numbers.

7.1.2.2. Notification procedures.

7.1.2.3. Transfer of master card files to inactive files.

7.1.2.4. Transfer of data stored in digital form to a backup media.

7.1.2.5. Destruction conditions and procedures.

7.1.2.6. Classified and other types of data media such as artwork.

7.1.2.7. Technical office actions to delete stock management and cataloging records, purging and disposal of excess items, development of a listing of engineering data to be inactivated, reactivated, or destroyed.

7.1.2.8. Customer notification procedures.

7.2. AFLCMC Standard Process for Engineering Data Management. **(T-2)**

7.2.1. This AFLCMC Technical Standard Process describes the high level actions needed to identify, acquire, collect, organize, review, approve, and store engineering data that are required to support a Program's Acquisition Strategy (AS).

7.3. Assignment of status levels to product storage and configuration information throughout the product life cycle (reference EIA-649B, EIA-649-1, GEIA-HB-649A, and GEIA-859). **(T-2)**

7.3.1. The product definition information segment of product configuration information is updated continuously throughout the product life cycle. As part of this continual update and approval or baseline process, product definition information flows through various status levels that can be generically defined as working, released, and archived. **(T-2)** Additionally, the applicable product operational information should be tracked by these status levels as those information elements go through an approval and revision process.

7.3.2. Archived active product definition information is retained and made available for current use by all authorized personnel. This information serves as the "master copy" of the product definition information and as the source from which all other copies are generated. The information is recorded in the Configuration Status Accounting system. Information is kept in the active archive as long as it is currently in use. Archived historical product definition information has been retained for historical purposes, can be retrieved within a reasonable time, and is maintained in usable condition over the time designated

for retention. **(T-2)** Some active data may also be duplicated in the historical archives based on organizational rules for historical archiving.

7.3.3. Planning for Preservation of CM-Related Information.

7.3.3.1. The enterprise must consider long-term preservation of the product data, including consideration of the life cycle of the product, the information technology applications used to retrieve, interpret, and host the data, and the storage media. As the product matures and is planned for use over a number of years, the government/acquirer should consider the length of time that the associated product configuration information, both archived active files and archived historical files, will retain value. This consideration should include the length of time that information needs to be stored and available for access. It should also be understood that the technologies associated with storing and accessing this data will change over time. Changing technologies can potentially render certain types of data unusable unless provision is made for periodic assessment and appropriate update of the technologies and media formats. The information may be presented on any medium or in any format and may include, but not be limited to, paperwork, digital media, blueprints, computer-aided designs, spreadsheets, photographs, online web pages, and email; each of which is subject to its own storage, maintenance, retrieval, and retention considerations.

7.3.3.2. This principle also addresses the need to back up current "active" data repositories and historical data archives to protect against damage to or destruction of the primary data repository. The backup copies of electronic files should be generated at specific time intervals (e.g., hourly, daily, weekly, or monthly), depending on the importance and volatility of the content of the files. The frequency of the backups will normally be much greater for active data than for data in historical archives. Backup copies should be retained in a safe storage area, geographically remote from the location where the master files are retained. To ensure that the product configuration information will continue to be accessible and usable, the planning needs to address a variety of national and international standards and regulations. There are a number of laws and Government regulations that dictate document retention policies in many industries. Other factors, such as purchase orders or contracts, may also provide information retention requirements. For instance, commercial system manufacturers must consider FAA regulations, and the medical industry is subject to regulations governing record keeping pertaining to the prescription and handling of drugs, the medical condition of patients, and cost analysis for Medicare and Medicaid reporting.

7.3.4. Storage Technology.

7.3.4.1. The life cycles of storage technologies are usually addressed for data required to support products currently in production or service, but are often overlooked in the case of archived historical data. Lost data is often not detected until it is needed. The media on which data is stored can age and fail. Archived historical data should be stored in a repository for which there is a backup. When problems are encountered, the data should be migrated to new media. The type of media and the environment in which it is stored affect the period between audits.

8. Control Procedures. Establish procedures that control the enhancement of drawings or the removal of restrictive legends. **(T-2)**

8.1. Restrictive Legend Removal. Proper authority to alter the existing document such as a JAG authorization letter or a release letter from the owner shall be the sole basis for the removal of any restrictive legend. **(T-2)**

8.2. Drawing Changes. Drawing changes shall only be accomplished when authorized by the appropriate configuration management authority through issuance of an engineering order per the criteria of AFMCI 21-401. Reference AFPAM 63-128 for recommended guidance on configuration management and control. **(T-2)**

9. Storage. Facilities and procedures for the storage of data must provide protection from damage or deterioration to maximize data longevity. **(T-2)**

10. Configuration Management (CM) Processes: Engineering data storage, distribution, and control processes help to establish a system's technical and configuration baselines, and enable effective system and data CM. These processes establish and maintain CM processes to control all engineering data IAW EIA-649B, EIA-649-1, and the Software Engineering Institute's framework leading to a Capability Maturity Model Integration (CMMI) maturity level 3. This in turn improves the quantity, quality, and consistency of the engineering data and related operational information throughout the system's life cycle. For AFMC programs the Chief Engineer (CE) and Program Manager (PM) typically use tailored CM processes to establish and control product attributes and technical baselines across the life cycle IAW AFI63/101/20-101, AFMCI63-1201, and the CM references provided in **Attachment 1**. **Attachment 10** provides CM sample process and recommended configuration change management processes to help ensure that designs and changes are traceable to requirements and are understood; and that there is consistency between the product(s) and the supporting data/documentation.

FREDRICK G. PLAUMMAN, Col, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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RAFBI 99-103 Test and Evaluation Process

Program Identification Number System (ACPINS)

T.O. 00-5-1, Air Force Technical Order System

T.O. 00-5-15, Air Force Time Compliance Technical Order Process

T.O. 00-5-16, Software Managers and Users Manual for the USAF Automated Computer

T.O. 00-35D-54, USAF Deficiency Reporting and Investigation System

Prescribed Forms

AFMC Form 176 *Engineering Data Inspection and Processing Record*

AFMC Form 177 *Repository Due-In Asset Record*

AFMC Form 179 *Repository Release/Withhold Findings Non-Government Activity Requ*est

AFMC Form 179A *Repository Release/Withhold Findings Non-Government Activity Request*

AFMC Form 202, *Nonconforming Technical Assistance Request and Reply*

Adopted Forms

DD Form 250, *Material Inspection and Receiving Report* ***(MIRR)***

DD Form 1309, *Model or Type Designation Card*

DD Form 1310, *(E card) part and drawing numbered*

DD Form 1562, *Dual Purpose Engineering Document Card*

Abbreviations and Acronyms

AETC—Air Education Training Command

AFB—Air Force Base

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMC—Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFSAC—Air Force Security Assistance and Cooperation Directorate

AFSC—Air Force Sustainment Center

AFSEO—Air Force SEEK Eagle Office

AGMC—Aerospace Guidance and Metrology Center

ALC—Air Logistics Complex

AP—Application Protocol

APD—AFLCMC Process Directory

AS—Acquisition Strategy

ASC—Air Sustainment Center

ASME—American Society of Mechanical Engineers

ASSIST—Acquisition Streamlining and Standardization Information System

ASTM—American Society for Testing and Materials

ATP—Automatic Test Procedures

ATS—Automated Test Systems

BCC—Block Cycle Change

BCI—Budgetary Cost Information

BCS—Business Case Analysis

BCU—Block Cycle Update

BEE—Bioenvironmental Engineering

BOM—Bill of Materials

CAD—Computer-Aided Design

CAGE—Commercial and Government Entity

CBD—Commerce Business Daily

CCAL—Certified Contractor Access List

CCB—Configuration Control Board

CCBAD—Configuration Control Board Approval Documents

CCBC—Configuration Control Board Chairperson

CCBD—Configuration Control Board Directive

CCBS—Configuration Control Board Secretariat

CCP—Contract Change Proposal

CDCA—Current Document Change Authority

C/DM—Configuration Data Management

CDMS—Contractor Data Management System

CDR—Critical Design Review

CDRL—Contractor Data Requirement List

CE—Chief Engineer

CFT—Contractor Field Team

CI—Configuration Item

CL—Commodities List

CLS—Contractor Logistics Support

CM—Configuration Management

CMMI—Capability Maturity Model Integration

CO—Contracting Officer

CPI—Critical Program Information

CPIN—Computer Program Identification Number

CRB—Configuration Review Board

CSA—Configuration Status Accounting

CSI—Critical Safety Item

CTB—Configuration Transition Board

DFAR—Defense Federal Acquisition Regulation Supplement

DFT—Depot Field Team

DID—Data Item Description

DLA—Defense Logistics Agency

DLSC—Defense Logistics Services Center

DoD—Department of Defense

DoDISS—Department of Defense Index of Specifications and Standards

DoDSSP—Department of Defense Single Stock Point

DRRB—Data Requirements Review Board

DSM—Developmental Systems Manager

ECO—Engineering Change Order

ECP—Engineering change Proposal

EDARF—Engineering Data Action Records File or Engineering Data Activity Records

EDM—Engineering Data Manager

EDMS—Engineering Data Management Specialist

EDSC—Engineering Data Support/Service Center (support center when referring to a primary DoD repository, service center when referring to a local base-level repository)

EI—End Item

EIA—Electronic Industries Alliance

EO—Engineering Order

ERRC—Expendability, Recoverability, Reparability Code

ES—Equipment Specialist

ESA—Engineering Support Activity

ESOH—Environmental, Safety, and Occupational Health

F3I—Form, Fit, and Function Interface

FAR—Federal Acquisition Regulations

FCA—Functional Control Audit

FDPO—Foreign Disclosure Policy Office

FM—Financial Manager

FMS—Foreign Military Sales

FOIA—Freedom of Information Act

FOUO—For Official Use Only

FRB—Flight Review Board

FRRB—Flight Readiness Review Board

GFE—Government Furnished Equipment

GFM—Government Furnished Materiel

GS—Ground Safety

HSI—Human Systems Integration

HQ—Headquarters

IAP—Initial Accumulation Point

IAW—In Accordance With

ICD—Interface Control Document

ICS—Interim Control Support

IDE—Integrated Digital Environment

ILSP—Integrated Logistics Support Plan

IPR—In-Process Review

IPS—Intellectual Property Strategy

IPT—Integrated Product Team

IUID—Item Unique Identification

JAG—Judge Advocate General

JEDMICS—Joint Engineering Data Management Information and Control System

KPP—Key Performance Parameters

LCMP—Life Cycle Management Plan

LDTO—Lead Developmental Test and Evaluation Organization

LG—Logistics Directorate

MACC—Modification Airworthiness Compliance Criteria

MAJCOM—Major Command

MAPAD—Military Assistance Program Address Directory

MCTL—Militarily Critical Technology List

MDF—Mission Data File

MDS—Mission Design Series

MEDALS—Military Engineering Data Access/Asset Locator System

MIL-HDBK—Military Handbook

MILSTRIP—Military Standard Requisitioning and Issue Procedures

ML—Munitions List

MTBF—Mean Time Between Failure

MTBM—Mean Time Between Maintenance

NHA—Next Higher Assembly

OEM—Original Equipment Manufacture

OFP—Operational Flight Program

OI—Operational Instruction

OPR—Office of Primary Responsibility

OSHA—Occupational Safety, and Health Administration

OSS&E—Operational Safety, Suitability, and Effectiveness

OTA—Operational Test Authority

PAC—Post Award Conference

PCA—Physical Control Audit

PCO—Program Control Officer

PDAQ—Product Data Acquisition

PDO—Publications Distribution Office

PDR—Preliminary Design Review

PGM—Product Group Manager

PHS&T—Packaging, Handling, Shipping & Transportation

PK—Contracting

PM—Program Manager

PMD—Program Management Directive

POC—Point of Contact

POM—Program Objective Memorandum

PSM—Product support Manager

PTO—Preliminary Technical Orders

PR—Purchase Request

PWS—Performance Work Statement

RAFBI—Robins Air Force Base Instruction

R&M—Reliability and Maintainability

RFD—Request for Deviation

RFP—Request for Proposal

RFW—Request for Waiver

RMS—Requirements Management System

ROM—Rough Order of Magnitude

ROI—Return on Investment

ROR—Return On Reliability

RSP—Readiness Spares Package

S&P—Standard and Process

SAF—Secretary of the Air Force

SCCSB—Software Configuration Control Sub-Board

SCCP—Sustainable Configuration Change Proposal

SCM—Supply Chain Management

SCN—Specification Change Notice

SE—System Engineering

SIPOC—Supplier, Inputs, Process, Outputs, and Customers

SMR—Source, Maintenance, and Recoverability

SOO—Statement of Objectives

SORAP—Source of Repair Assignment Process

SOW—Statement of Work

SPM—System Program Manager

SPR—Special Program Requests

SRR—System Requirements Review

STD—Standard

STINFO—Scientific and Technical Information

T1—Temporary -1

T2—Temporary -2

TCTO—Time compliance Technical Order

TDP—Technical Data Package

TNMCM—Total Not Mission Capable for Maintenance

TO—Technical Order

TOMA—Technical Order Management Agency

TPM—Technical Performance Measures

TPS—Test Program Sets

TRB—Test Readiness Board

T/M/S—Type, Model, and Series

UID—Unique Identification

U.S.C—Abbreviation for United States Code

VTR—Video Teleconference

WBS—Work Breakdown structure

WR—Warner Robins

Terms

AF Form 1067—Requirements document used to add new capability or sustainment change requiring MAJCOM coordination or funding fielded/government owned items.

Aperture Card—An unprocessed tabulating card with an aperture (rectangular hole) designed for the subsequent mounting of a developed frame of Type I silver-halide (camera or non- camera) microfilm. Furthermore, the expression “aperture card” is commonly used when referring to any tabulating or non-tabulating card (military or commercial), whether processed or unprocessed, that has an aperture.

Automatic Update Activity—Activities on an Air Logistics Complex (ALC) repository mailing list that require sets of data to support their field level or depot level maintenance shops. The activities usually are a Category III or Category IV local base-level (domestic and foreign) Engineering Data Service Center (EDSC). However, exceptions may exist for non-maintenance

activities (e.g., acquisition data management, configuration management, program management, etc.) and for bases that do not have a local base-level EDSC.

Bid-Set—A generic term used to identify image cards (processed copy cards) that provide engineering data information to support the solicitation of replenishment spares.

Camera Card—An unprocessed tabulating card whose aperture contains undeveloped Type I silver-halide camera microfilm. A camera card is designed for its film to be exposed and processed while in the aperture.

CMMI—Capability Maturity Model Integration is a process level improvement training and appraisal program.

Category I EDSC—This EDSC is established to support a base or installation whose mission requires minimal engineering data. These EDSCs do not maintain data files nor are they authorized to have any equipment for viewing and reproduction. A DoDISS documents library is permitted.

Category II EDSC—This EDSC is established to support a base or installation whose mission requires small amounts of engineering data. These EDSCs do not maintain data files but may have equipment for viewing and printing copies of engineering data. These EDSCs may requisition engineering data on a one-time basis. A DoDISS documents library is permitted.

Category III EDSC—This EDSC is established to support a base or installation whose mission requires individual items of data, some partial or complete sets of data, and the maintenance of data files. These EDSCs requisition data on a one-time basis. They are authorized to have equipment for viewing and printing copies of engineering data. A DoDISS documents library is permitted.

Category IIIA EDSC—This EDSC is established to support a base or number of bases geographically located whose mission required tailored set of engineering data. These EDSCs maintain data copy files and have equipment for viewing and printing. This EDSC category is established primarily for receipt of digital engineering data through digital transmission from the Category V EDSC in response to remote digital requests.

Category IV EDSC—This EDSC is established to support a base or installation whose mission requires complete sets of data. These EDSCs must maintain data files. They are authorized to have equipment for viewing and printing copies of engineering data. DoDISS documents library is permitted.

Category V EDSC—This EDSC is established to receive new data from contractors, subcontractors, vendors, and government design activities; process requests for copies of individual items and sets of data from government and nongovernment activities; provide automatic updates to Category III and Category IV EDSCs and to other individuals or activities as necessary. These EDSCs are primary DoD repositories maintaining the official Air Force record copies of data, sets of data (reserve files), and have complete reproduction capabilities for that data. These EDSCs also perform the local base-level EDSC operations for their respective bases. DoDISS documents library is permitted.

Change Notices—Change notices transmit, manage, and record changes to documentation. They delineate the exact change(s) in documents, using is / was format for review. Change notices are submitted and approved within a formal change proposal (ECP/CCP) unless otherwise specified by the contract (e.g., administrative).

Chief Engineer (CE—)—The senior (having precedence in making decisions) responsible engineer for a program/project. The CE typically implements a program/projects OSS&E, LCSE, and SE technical processes in support of a program/project manager.

Class I Configuration Change—A proposed change to approved configuration documentation (baseline) for which the Government is the Current Document Change Authority (CDCA) or that has been included in the contract or statement of work by the tasking activity and affects any physical or functional requirement in approved functional or allocated configuration documentation, or affects any approved functional, allocated, or product configuration documentation and cost, warranties or contract milestones, or affects approved product configuration documentation and one or more of the following: Government furnished equipment, Safety Compatibility, interoperability or logistic support, delivered technical manuals for which changes are not funded will require retrofit of delivered units. Preset adjustments or schedules affecting operating limits or performance to the extent that a new identification number is required. Interchangeability, substitutability or replace ability of any item down to non-repairable subassemblies. Sources on a source control drawing. Skills, manning, training, biomedical factors or human engineering design. Critical Safety Item (CSI), Critical Application Item (CAI) or Critical Program Information (CPI).

Class II Configuration Change—All other changes that are not Class I, such as, but not limited to, the following: correction of grammatical errors, spelling, format, etc.

Configuration Control (1)—A systematic process that ensures changes to a baseline are properly identified, documented, evaluated for impact, approved by an appropriate level of authority, incorporated, and verified; (2) the configuration management activity concerning the systematic proposal, justification, evaluation, coordination, and disposition of proposed changes; and (3) the implementation of all approved and released changes into the applicable product configurations, supporting and interfacing products, and their associated information.

Configuration Control Authority (CCA)—Organization with configuration management and change approval authority for a CI.

Configuration Control Board (CCB)—The CCB is composed of technical and administrative representatives who recommend approval or disapproval of CCB items (ECPs/CCPs, Deviations, Waivers, and certain Request for Proposal (RFP) items) and recommend engineering approval/disapproval for all temporary and permanent modifications. The CCB is an official, nonvoting board, where the Chairperson has sole decision authority.

Configuration Control Board/Program Execution Plan (CCB/PEP)—Detailed review of proposed change, impacts to the system, plans for addressing impacts, expected funding, schedule, risk, etc.

Configuration Control Board Approval Document (CCBAD)—Official records indicating the recommendation of the CCB members relative to a modification proposal. These forms are retained by the Configuration Control Board Executive Secretariat (CCBES).

Configuration Control Board Chairperson (CCBC)—System Program Manager (SPM) / Product Group Manager (PGM) / Supply Chain Manager (SCM) or designee with sole approval authority for all CCB actions.

Configuration Control Board Directive (CCBD)—Used to record the CCB disposition and authorizes contractual incorporation of changes (ECP/CCP).

Configuration Control Board Executive Secretariat (CCBES)—Serves as the focal point on all official documentation for CCB items between the customer and the Program Office.

Configuration Implementation Board/Fielding Release Board (CIB/FRB)—Review of technical and logistical readiness for implementation of the change on a full scale.

Configuration Item (CI):—An aggregation of hardware or software (including firmware) that satisfies an end—use function and is designated by the Government for separate management.

Configuration Manager—The individual designated to manage the configuration change proposal from the time the change is initially identified through the incorporation of the approved change into the contract and implementation into the configuration end item.

Configuration Review Board (CRB)—Review feasibility and cost estimates associated with a proposed configuration change prior to final validation and approval of the requirement.

Configuration Transition Board/Test Readiness Board (CTB/TRB)—Approves temporary implementation of configuration change on limited assets for purpose of testing and evaluation (Includes kit—proof and Validation/Verification)

Copy Card—An unprocessed tabulating card whose aperture usually contains undeveloped Type II diazo non-camera microfilm. A copy cards undeveloped diazo film is designed to be exposed and processed by contact printing in a card-to-card duplicating device.

Contract File—A file that contains contractual information, as rights-in-data background, contract numbers delivery dates, and acceptance documentation.

Current Document Change Authority (CDCA)—Organization that controls and has authority to update drawings, specs, standards for the configuration item (typically the same organization as ESA).

Data management—The capture of information and managed per configuration management best practices.

DoD Index of Specifications and Standards (DoDISS) Document—Those publications listed in the DoDISS that are stocked and issued by the Department of Defense Single Stock Point (DoDSSP). Dual Purpose Engineering Document Card) **follow:**

EDSC Activities—Activities that store and distribute engineering data. For the purposes of this manual, these activities are generically referred to as an official repository. Within the Air Force there are five categories. Categories I through IV are assigned to local base-level engineering data service centers. The principal objective of a local base-level EDSC is to support maintenance activities. Category V is designated as a primary DoD repository and is the only facility authorized to accept data deliveries for retention as official engineering data.

Engineering Change Proposal (ECP) —A proposed change to the technical baseline of the program (CI and/or its approved documentation). It can include changes to contractual requirements and contains all the documentation by which the change is described, justified, and submitted to the Government change authority for disposition. Organic engineering changes are proposed and implemented by Government entities. Organic engineering changes are proposed and approved under the normal Class I/Class II change process and documented via AF

Form 1067, Modification Proposal. ECPs are submitted by the contractor during the production phase of a modification.

Class I ECP—A document used to propose a change to the configuration item baseline when related equipment, CIs, interfaces, or technical manuals are affected or retrofit is involved. Also, this type of change usually requires changes to some contract provisioning. Class I ECPs require CCB approval authorization. There are three types of priorities for Class I ECPs: Emergency 48—hour action required **Urgent 30**—calendar day action required **Routine 90**—calendar day action required.

Class II ECP—Affects documentation only; does not affect functional requirements, physical requirements, interchangeability, cost, interface, or schedule.

Engineering Data—Data, regardless of form or characteristic, required to define a design or process that can be used to produce, support, operate, test, and inspect a product or service. The term engineering data is generically used when referring to engineering drawings, level 3 data, level 2 data, technical data packages, production data, product definition data, and other similar expressions.

Engineering Support Activity (ESA)—Organization with OSS&E authority for the configuration item (typically resides in the CCA organization).

Equipment Specialist—Provides assistance as needed to resolve technical issues.

Form, Fit, Function, and Interface—Form, fit, function, and interface (F3I) includes each of the elements listed below. Any deviation from one or more of these categories constitutes a change in F3I and shall be coordinated through the formal CCB process.

Form—identifies all the manufacturing process/requirements to produce the component such as material type, tempers, finish processes, finishes/coatings, all dimensional geometry/loft data and tolerances. The shape, size, dimension, mass, weight and other measurable parameters which uniquely characterize an item. For software, form denotes operating systems, compilers, input/output schemas and formats.

Fit—identifies the manner in which a component attaches to the adjacent surface/component such as mounting points and mounting configuration in relation to itself and adjacent components. The ability of an item to physically interface or interconnect with or become an integral part of another item.

Function—identifies the manner in which a component operates and performs its intended function such as the interoperability with any adjacent component. The action or actions which a system or system component is intended and/or designed to perform. The action or actions which the user, operator, or maintainer is expecting to perform, or which a system or system component is designed to perform.

Interface—interfaces are performance, functional and physical attributes which exist at a common boundary and are subject to interface agreements and interface documentation such as specifications and drawings.

Evaluation Team—A team of administrative and technical personnel who evaluate technical feasibility and cost for a proposed change.

Image Card—A processed aperture card, camera card, or copy card. A processed card is keypunched (Hollerith information), has eye-readable (unaided) header information, and its aperture (rectangular hole) contains developed (imaged) microfilm (silver-halide, diazo, or vesicular).

Inactive File—File used to store Type I camera master cards that are no longer active.

Interface Control—The process of identifying, documenting and controlling all performance, functional and physical attributes relevant to the interfacing of two or more products provided by one or more organizations.

Joint Engineering Data Management Information Control System (JEDMICS) File—File that contains engineering data images stored on optical disks. JEDMICS is associated with Electronic Data Interchange (EDI), and the philosophies of Continuous Acquisition and Life-Cycle Support (CALS).

Logistics Manager—Ensures all impacts to logistical requirements are addressed.

Maintenance Planning—A review of requirements for impacts to levels of maintenance, manpower and personnel, supply support/support equipment, tech data, training/training equipment, package/handling/storage/transportation, computer resources/facilities support, and design interfaces.

Master File—A file that contains the official Air Force record copies of engineering data. The master file contains copies of repository distribution mediums other than microfilm such as disks, tapes, and CD-ROMs.

Next Higher Assembly (NHA)—The next higher CI in the system hierarchy

Non-aperture Tabulating Cards—Cards are used to supplement image card Hollerith information. The DD Form 1309 card documents additional model or type designations and the DD Form 1310 card documents additional part and drawing number information.

Organic Change Request—Internal change request developed/initiated by government

Originator—Organization submitting change requirement.

Permanent Modification—A modification to correct materiel deficiencies, improve reliability and maintainability (R&M), or to add or remove capability. Permanent modifications are documented through the use of Time Compliance Technical Orders (TCTO).

Permanent Safety Modification—Safety modifications are permanent modifications which correct material or other deficiencies which could endanger the safety or health of personnel or cause lose or extensive damage to systems or equipment. Safety modifications have priority and precedence over all other permanent modifications.

Product Data Acquisition—provides acquisition programs with tools, guidance, and training to comply with laws and policies in order to secure needed product and software data and data rights.

Program Execution Activity (PEA)—Organization designated by the CCA and delegated authority to evaluate/implement an approved change requirement

Program Manager (PM)—Responsible for managing and monitoring the requirement from origination to implementation of the approved configuration change.

Public Law File—A field that contains release/withhold information such as proprietary ownership inquiries, 10 U.S.C. 130 declarations, legal opinions, relative to particular data.

Repository Files—As the following files:

Request for Deviation (RFD)—A RFD is a written request for the manufacture of an item to depart from a particular requirement(s) of an item's currently—approved configuration documentation for a specific number of units or a specified period of time. A deviation differs from an engineering change in that an approved engineering change requires corresponding revision of the item's currently approved configuration documentation, whereas a deviation does not.

Request for Variance (RFV)—A departure from approved product definition information for a limited amount of time or for a specified effectivity that does not require revisions of approved product definition information.

Requirement Validation Authority (RVA)—Organization with responsibility for certifying a configuration change as a valid requirement (note: operational requirements typically on 1067 validated by lead/using commands, sustainment requirements typically on SCCP validated by engineering authority within AFMC).

Reserve File—A file (primary and secondary) that contains the various sets of data maintained by an ALC repository.

Set of Data—A deck of image cards containing engineering data for various unique systems or subsystems. These sets of data make up Category V repository reserve files.

Special Project File—A file that contains unique card decks (sets of data) for authorized activities that require automatic updates (e.g., a contractor facility, a foreign country, maintenance shop, etc.).

Sustainment Configuration Change Proposal (SCCP) Requirements—document for any configuration change to a WR—**ALC managed item**.

System Engineer—Evaluates and validates the requirement to ensure the critical technical engineering requirements have been adequately addressed.

T—1 Modification—T-1 modifications change the configuration of an item in order to satisfy short-term operational mission requirements by adding, modifying, or removing hardware and/or software components or capabilities in a manner that provides an immediate operational benefit. T-1 modifications typically involve the use of existing off-the-shelf or non-developmental items, including stock-listed equipment and materiel. The T-1 Modification proposal shall specify the number of units to be modified, duration of installed T-1 Modification, and plans for removing the modification converting it to a permanent modification. HQ USAF/ILM approval.

T—2 Modification—T-2 modifications are used to evaluate, demonstrate, or exercise the technical performance, operational effectiveness, and/or the operational suitability of developmental and/or test materiel (hardware, firmware and software) capabilities. T-2 modifications are also used to install and operate T&E-specific support equipment, instrumentation and data recording equipment, telemetry systems, etc., on T&E assets. T-2 modifications may be used in support of all forms of T&E activity, including developmental test and evaluation, operational test and evaluation, and MAJCOM-conducted force development evaluation activities. Information on testing and evaluating systems can be found in AFI 99-103.

Tabulating Cards—An 80-column card, with or without an aperture, on which information is indexed using punched holes that can be machine-sensed for sorting, collating, listing, or totaling. Individual explanations for a series of unique military tabulating cards with a "D" size aperture (i.e., DD Form 1562.

Temporary File—A file whose principal purpose is to maintain data (processed copy cards) for an active project that requires input from another activity prior to releasing or destroying the cards such as data associated with a nongovernment activity request or a bid-set slave deck.

Time Compliance Technical Order (TCTO)—Authorized method of directing and providing instructions for modifying equipment and performing or initially establishing one time inspections.

Attachment 2

TRAINING TEMPLATE

A2.1. Configuration Management Training Template. All organizations approving changes to a configuration item will have a dedicated configuration manager. The organization's configuration manager will coordinate only change actions between itself and other organizations.

A2.1.1. Training requirements for the configuration manager shall be identified from the basic courses listed below. These requirements will be determined by the lead configuration manager per tasked position and identified within personnel training requirements.

A2.2. List of available courses:

A2.2.1. AFIT SYS 028 Introduction to Configuration Management

A2.2.2. AFIT SYS 110 Fundamentals of Data Management

A2.2.3. AFIT SYS 150 Engineering Data Management

A2.2.4. AFIT SYS 172 Modification Management Process

A2.2.5. DAU CLM 071 – 077 Data Management Series Introduction through Protection and Storage

A2.2.6. DAU LOG 204 Configuration Management

A2.2.7. DAU LOG 215 Technical Data Management

A2.2.8. DAU LOG Targeted Training Configuration Management (Intro. to MIL-HDBK-61) A2.3. Optional Courses.

A2.2.9. CCM-601 Basic Configuration Management

A2.2.10. CCM-602 Advanced Configuration Management

A2.2.11. ECM 605 Enterprise Configuration Management Standard CMII courses Advanced CMII Courses Special CMII Courses

A2.2.12. SCM-603 Software Configuration Management

Attachment 3

EXAMPLE RELEASELETTER

Figure A3.1. Example Release Letter

MEMORANDUM FOR *(Enter the Requester's Address)*

FROM: *(Enter Organization Title and Address)*

SUBJECT: Freedom Of Information Act (FOIA) Request

Dear (Enter the name of the party signing the request for the information)

On *(Enter Date)*, under the Freedom of Information Act (FOIA), your agency requested *(Enter the total number of documents requested)* engineering documents. Project number *(Enter the number assigned to the request)* has been assigned to your request.

As requested, the documents consisting of *(Enter the total number)* image cards are provided. The cost of search, review, and duplication is waived.

OR

As requested, the documents consisting of *(Enter the total number)* image cards are provided. The cost of search, review, and duplications $*(Enter the appropriate fee amount)*.

It must be understood the following conditions apply: "Each document provided is a copy of the latest issue we have in our file. However, the information is not authorized to manufacture products for sale to the Department of Defense or any other entity."

Our point of contact is *(Enter name, office symbol, and commercial telephone and facsimile number)*.

(Enter the Administrative FOIA Control Office Signature Block)

Attachments:
1. Image Cards *(Enter total number)*

Attachment 4

EXAMPLE INQUIRY LETTER

Figure A4.1. Example Inquiry Letter

MEMORANDUM FOR: *(Enter address of proprietary claim owner)*

FROM: *(Enter organization title and address)*

SUBJECT: Request for Information to Support Your Proprietary Claim

(Enter identity of the requester) has requested copies of *(enter number)* documents, as specified in attachment 1, under the Freedom of Information Act (FOIA). Project number *(enter the assigned number)* has been assigned for this FOIA request. The requested documents are marked as being proprietary to you. A copy (attachment 2) of 5 U.S.C 552(b)(4) information is enclosed.

The identity of the requested documents and the identity of the contract numbers under which the documents were delivered follow *(enter the appropriate information):*

Document No. & CAGE	Contract No.	Document No. & Cage	Contract No.
XXX ; XX	XXXXX	XXX ; XXX	XXXXX
XXX ; XXX	XXXXX	XXX ; XXX	XXXXX

OR

The identity of the requested documents and the contract numbers under which the documents were delivered are attached.

Will you voluntarily relinquish your proprietary claim? If your answer is "yes," please provide in your response a statement whether the release is for FOIA, government use only, or both. If your answer is "no," please answer the following questions and provide supporting rationale for each response.

a. How does the proprietary information give you an advantage over competitors who do not have it?
b. Is the proprietary information not generally known in the trade?
c. Have you taken measures to keep the proprietary information secret?
d. Was the proprietary information developed exclusively with your money or with some private (non-government) money or negotiated with mixed funding?
e. If the proprietary information was not developed by yourself, did you legally acquire it from someone who did?
f. If you also believe some other contingency is appropriate to substantiate your proprietary claim, provide information that relates to the specific circumstance(s).
g. If some of the requested document information is not proprietary, and this portion can be reasonably segregated, provide a copy of the document with the proprietary legend blacked out.

Your response is required by *(enter date)*. Our point of contact is *(enter name, office symbol, and commercial telephone and facsimile number).*

(Enter the Administrative FOIA Control Office Signature Block)

ATTACHMENTS:
1. Copy Cards *(enter total number)*
2. 5 U.S.C. 552(b)(4) Information
3. Document List *(if attached)*

Attachment 5

DENIAL LETTER CRITERIA

A5.1. Use personalized letter format prescribed in AFMAN 33-326, Preparing Official Communications.

A5.1.1. Acronyms or abbreviations shall not be used in the text of the letter.

A5.1.2. Expand the first paragraph of the letter to identify, if applicable, any unique peculiarities. Subsequent paragraphs must address a specific Title 5 exemption condition. One or all the example paragraphs may need to be incorporated into a letter.

A5.1.3. The last paragraph in the letter will contain the exact wording specified in the example letter. Denial letters must be signed by the Initial Denial Authority designated by the center commander. A duplicate of the signed original shall be provided to the FOIA control office. The official file copy shall show coordination with the JAG and FOIA offices. Courtesy copy distribution shall not be entered on the original copy sent to the requester.

Figure A5.1. Example Denial Letter

EXAMPLE DENIAL LETTER

MEMORANDUM FOR: *(Enter the requester's name and address)*

FROM: *(Enter organization, title, and address)*

Dear *(Enter the name of the party originating the FOIA request)*

This is in response to your Freedom of Information Act request of *(enter date of original request)* to *(enter the EDSC address)* requesting *(enter number)* and it addresses releasable, nonreleasable, and nonavailable documents. *(Enter number)* documents were mailed to you on *(enter date)*, and *(enter number)* documents will be mailed under separate cover by *(enter date)*. *(Enter number)* documents are being withheld. The remaining *(enter number)* documents are not available. See the attached list.

The following listed document(s) is/are withheld from release pursuant to United States Code, Title 5, Section 522(b)(1). Releasing the listed document(s) would impair our ability to protect military information that is detrimental to the security of our national defense.

(list the document(s) being withheld on this request)

The following listed document(s) is/are withheld from release pursuant to United States Code, Title 5, Section 522(b)(3). The specific statute is United States Code, Title 10, section 130. Releasing the listed document(s) would impair our ability to protect critical *(enter operational or technoligical)* military advantage.

(list the document(s) being withheld on this request)

The following listed document(s) is/are withheld from release pursuant to United States Code, Title 5, Section 522(b)(4).These listed documents are not releasable because they are associated with trade secrets that are proprietary to (*enter the owner's name*). Releasing these documents would impair the government's ability to acquire data in the future and could subject the United States government to liability damages by causing harm to (enter owner's name) competitive position.

(list the document(s) being withheld on this request)

If you decide to appeal this denial or if you interpret the not available response as an adverse action, write to the Secretary of the Air Force within 60 calendar days from the date of this denial letter. Address your appeal letter to:

Secretary of the Air Force
THRU: *(enter appropriate administrative FOIA control office address)*

Sincerely,

(enter appropriate IDA signature block)

Attachments:
1. Document List

Figure A5.2. Example Denial Letter (Cont.) Index List

EXAMPLE OF A DENIAL LETTER (Cont)

INDEX LIST

I. List of documents that were mailed to your office on *(enter date)*:

2178101	329617	360491	381910
274130	345785	361011	384512
274219	358240	371534	390998
307064	359981	371953	562211
329616	359983	376023	596817

II. Document 426375 was mailed to your office on *(enter date)*:

III. List of documents that will be mailed to your office under separate cover by *(enter date):*

274225	358391	373264	390181
274226	360023	375748	390840
274241	364725	376024	391597
307795	364860	385041	391894
329285	367340	385175	416112
329608	367341	387376	417723
329612	371533	389306	525487
358241			

IV. List of documents being withheld:

364501	394215	553783	596950
391971			

V. The remaining documents are not available.

Attachment 6

EXAMPLE OF A CONTROLLED CONDITION RELEASE LETTER

Figure A6.1. Example of A Controlled Condition Release Letter

MEMORANDUM FOR: *(enter the requester's address)*

FROM: *(enter organization title and address)*

Dear *(enter requester's name)*

On *(enter date)*, under the Freedom of Information Act, your company requested *(enter number)* engineering data documents. Your request is identified as *(enter project number)*.

Because you are a certified contractor and a potential bidder, to promote future competition, the following documents *(enter identification)* consisting of *(enter number)* image cards are provided. Cost of search, review, and duplication is waived.

These documents *(enter* may *or* will*)* be used in a future controlled bid-set solicitation. Furthermore, it must be understood that the documents are only provided for your use in submitting a bid. Whether you do or do not submit a bid, you must certify in writing that you have not made additional copies, provided copies to anyone else, and that you will take measures to limit access to the documents.

Our point of contact is *(enter name)*, *(enter office symbol)*, at *(enter commercial telephone and facsimile number)*.

Sincerely,

(enter administrative FOIA control officer signature block)

Attachments:
1. Image Cards *(enter number)*

Attachment 7

INSTRUCTIONS FOR 10 U.S.C. 130 WITHHOLDING

Figure A7.1. Instructions for 10 U.S.C. 130 Withholding

1. To cite Statute "10 U.S.C. 130" to withhold engineering data documents requires a written declaration saying all of the following five factors are true.

   a. There is no established US Government distribution medium to automatically place the document in the public domain.

   b. The document has never been in the public domain without restriction.

   c. The document is technical or engineering information rather than scientific or educational.

   d. The document cannot meet appropriate criterion to be designated a classified document.

   e. The content of the document must address a significant military or space application and, unrestrictive placement in the public domain would impair or jeopardize a critical technological or operational military advantage.

2. A signed declaration (Memorandum of Record) from the repository project officer addressing Factors 1.a and 1.b is necessary. Attachment 7 provides an example of a typical statement. The format of attachment 7 shall not be varied.

3. A signed declaration (Memorandum of Record) from the technical content manager addressing Factors 1.c, 1.d, and 1.e is also necessary. Attachment 8 provides an example of a typical statement. The format of attachment 8 shall not be varied. However, as necessary, vary the supporting rationale to make sure each factor is addressed. To support Factor 1.e, the specific circumstances of the military advantage must be explained. When explaining why Factor 1.e is true, words like compromise, national security, et cetera, cannot be used.

Attachment 8

EXAMPLE OF A REPOSITORY PROJECT OFFICER'S 10 U.S.C. 130 DECLARATION

Figure A8.1. Example of a Repository Project Officer's 10 U.S.C. 130 Declaration

MEMO FOR RECORD:

SUBJECT: Supporting Documentation for 10 U.S.C. 130 Withholding *(enter project number)*

1. There is no established U.S. Government distribution medium for placing the requested document(s) *(enter identity)* in the public domain without restriction.

2. There is no official non-release documentation in the repository file; but, to the best of my knowledge the requested document(s) has not previously been placed in the public domain without restriction.*

3. I am assigned to the repository responsible for distributing the requested document(s) and, I am familiar with the distribution process *(enter your name, office symbol, and commercial telephone and facsimile numbers)*.

(enter your signature and date)

Attachments:
1. Non-Release Documentation

* If official non-release documentation is available, attach a copy and replace paragraph 2 with the following:

"2. Documentation (Atch 1) shows the requested document(s) has not previously been placed in the public domain without restriction."

Attachment 9

EXAMPLE OF A TECHNICAL DATA CONTENT MANAGER'S 10 U.S.C. DECLARATION

Figure A9.1. Example of a Technical Data Content Manager's 10 U.S.C. Declaration

MEMO FOR RECORD *(enter date)*

SUBJECT: Supporting Document for 10 U.S.C. 130 Withholding *(enter project number)*

1. The requested document(s), *(enter identity)*, describes operational performance characteristics based on laboratory test, studies, analyses. Therefore, the documents content is *(enter technical or engineering)*.

2. Because the document(s) cannot be classified, a documented controlled release to a certified contractor would not cause damage to the national defense.

3. The document(s) contain *(enter military or space)* information related to a commercial off-the-shelf signaling unit strapping options. The strapping options are unique to the DoD. With the strapping information and signaling unit, anyone could access telecommunication lines within a tactical weapon system switching center. Therefore, placing the requested document(s) in the public domain would jeopardize the DoD ability to protect a critical operational military advantage.

4. Based on the above rationale and the repository project officer's declaration that the requested document(s) has not previously been placed in the public domain without restriction, the requested document(s) is considered to meet the withholding requirements of 10 U.S.C. 130.*

5. I am assigned to the office responsible for the requested document(s) technical content and I am familiar with this content. *(enter your name, office symbol, and commercial telephone and facsimile numbers)*

(enter your signature and date)

*If the requested document(s) is not marked with a distribution statement, or it is improperly marked, add the following information to paragraph 4: "Mark the document(s) with distribution statement *(enter appropriate letter)*. The "fill in reason" is *(enter appropriate reason)* and the "date of determination" is *(enter date)*."

Attachment 10

CONFIGURATION MANAGEMENT PROCESSES

A10.1. Configuration Change Management Process: Configuration Management is essential to the systems engineering process as it allows for the systematic development of systems, subsystems, and configuration items. A good configuration management program ensures that designs are traceable to requirements, that change is controlled and documented, that interfaces are defined and understood, and that there is consistency between the product and its supporting documentation.

A10.2. Decision criteria for topics that need to go before the Configuration Control Board (CCB):

A10.2.1. All Class I configuration changes (as defined in **Attachment 1** of this document) will be boarded before the organizational CCB per Electronics Industry Association (EIA) Configuration Management Requirements for Defense Contracts 649-1 / Configuration Management 649B / Configuration Management standard Implementation Guide EIA-649-HDBK).

A10.2.2. All Class II configuration changes will be approved IAW organizational procedures.

A10.2.3. AFMC Form 202, Technical Order, Maintenance Assistance (TO 00-25-107) Requests for Technical Assistance and Repairs IAW Maintenance Manuals are not required to be boarded IAW this process. The program office engineering support activity (ESA) must review changes made via 107 and 202 processes to ensure drawings or other CM impacts are addressed.

A10.3. Roles and Responsibilities.

A10.3.1. CCB Member(s):

A10.3.1.1. Participates or designates a representative to participate in the CCB meeting.

A10.3.1.2. Reviews CCB agenda and packages prior to the CCB meeting and provides input and concurrence/non-concurrence to the Configuration Control Board Secretariat (CCBS) and Program Manager (PM).

A10.3.1.3. Concurs or non-concurs with the CCB Chairperson's decision and documents concurrence on the Configuration Control Board Approval Document (CCBAD).

A10.3.2. CCB Core Members.

A10.3.2.1. The minimum requirements for the CCB are identified in MIL-HDBK-61 and include but are not limited to:

A10.3.2.2. CCB Chairperson.

A10.3.2.3. Configuration Control Board Executive Secretariat (CCBES)/Configuration Manager.

A10.3.2.4. System Program Manager (SPM)/Product Group Manager (PGM)/Supply Chain Manager (SCM).

A10.3.2.5. Chief Engineer.

A10.3.2.6. Logistics.

A10.3.2.7. System Safety.

A10.3.2.8. MAJCOMs.

A10.3.2.9. Contracting.

A10.3.2.10. Financial Management.

A10.3.2.11. Technical data Manager.

A10.3.3. CCB Chairperson.

A10.3.3.1. Presides over the CCB.

A10.3.3.2. Approves, approves with comments, disapproves or defers all CCB items.

A10.3.3.3. Formalizes the CCB decision by the CCBAD.

A10.3.3.4. Determines CCB core membership by official letter.

A10.3.3.5. Designates additional members of the CCB.

A10.3.3.6. Has the authority to make ancillary members part of the CCB core.

A10.3.3.7. Determines CCB meeting frequency.

A10.3.4. CCBES/Configuration Manager.

A10.3.4.1. Serves as the focal point for all official documentation for CCB items between the customer and Program Management Office.

A10.3.4.2. Maintains applicable regulatory and policy documentation/correspondence and is knowledgeable of the current policies, procedures, and criteria applicable to the evaluation and approval of change proposals, modifications, and any other CCB related documentation.

A10.3.4.3. Ensures official letters are published and maintained. Examples include CCB delegation and CCB membership.

A10.3.4.4. Maintains a tracking database for requirements submitted for CCB disposition. Records the final disposition of the effort.

A10.3.4.5. Develops and maintains CCB action item tracking system and distributes those action items to the appropriate offices of primary responsibility (OPRs) for action.

A10.3.4.6. Maintains CCB checklists and templates.

A10.3.4.7. Ensures requirement submitted is validated.

A10.3.4.8. Assists PM in preparing the CCBAD.

A10.3.4.9. Reviews all packages submitted to the CCB for accuracy and completeness.

A10.3.4.10. Distributes CCB schedule, agenda and package.

A10.3.4.11. Provides teleconference/video teleconference (VTC) number to non-local CCB members.

A10.3.4.12. Identifies open action items to the CCB.

A10.3.4.13. Records and publishes official CCB minutes approved by the CCB Chairperson. Distributes copies of the minutes to all board members, PMs, and users.

A10.3.5. System Program Manager (SPM)/Product Group Manager (PGM)/Supply Chain Manager (SCM).

A10.3.5.1. Makes final decision regarding configuration control when serving as the CCB Chairperson.

A10.3.5.2. [The System Program Manager (SPM)/Product Group Manager (PGM)/Supply chain Manager (SCM) is] Responsible for assuring the Operational Safety, Suitability, and Effectiveness (OSS&E) of assigned systems, subsystems, and/or EIs.

A10.3.5.3. May delegate CCB responsibilities to Chief Engineer or Deputy.

A10.3.6. Chief Engineer.

A10.3.6.1. [The Chief Engineer (CE) is] The overall Engineering/Technical Authority for a program. The CE typically implements a program's OSS&E and life cycle systems engineering (LCSE) processes, and may have additional assigned/delegated engineering or technical authorities IAW DoD, AF, AFMC and/or Center policies. The CE typically ensures the integrity of those processes, including configuration control and technical assessments focused on ensuring OSS&E of an assigned system. Reference AFMCI 63-1201 for information.

A10.3.6.2. Responsible for ensuring that any work delegated to a contractor or organic resource has a system in place that complements the rigor and structure of the CCB process. For instance, if software work is performed by an organic resource, then that work must be tightly controlled by a process similar to that contained in the software engineering institute's framework leading to a Capability Maturity Model Integration (CMMI) maturity level 3 or higher organization.

A10.3.6.3. Ensure that there is an agreement in place between product line managers and EI managers.

A10.3.7. Center Test Authority.

A10.3.7.1. Provides guidance on test and evaluation requirements, capabilities, and issues.

A10.3.8. Logistics.

A10.3.8.1. Ensures all areas of logistical support for the requirement are addressed.

A10.3.9. System Safety.

A10.3.9.1. Evaluates and validates the system safety requirements to ensure safety issues have been adequately addressed.

A10.3.9.2. Provides support for those areas identified as deficient.

A10.3.10. MAJCOMS.

A10.3.10.1. Affected MAJCOM shall participate as required.

A10.3.11. Division Chief of Contracting.

A10.3.11.1. Reviews the CCB package and advises the CCB chairperson on contracting issues, schedules, and procedures.

A10.3.11.2. Provides input as required to clarify information and assist in determination.

A10.3.11.3. Negotiates and makes the appropriate changes to the contract.

A10.3.11.4. Provides direction to the contractor on final disposition of Requests for Deviation, Engineering Change Proposals, Value Engineering Change Proposals, etc.

A10.3.12. Financial Management.

A10.3.12.1. Reviews the CCB package for funding appropriation. 10.2.12.1.1. Evaluates execution of funds schedule.

A10.3.12.2. Maintains record of budget inputs.

A10.3.12.3. Track obligations and expenditure rates.

A10.3.12.4. Concurs on funding request after CCB approval of change request.

A10.3.13. CCB Ancillary Members.

A10.3.13.1. Ancillary membership denotes members who attend in advisory roles. These are suggested members and may not be all inclusive.

A10.3.13.1.1. Nuclear Certification Manager 10.2.13.1.2. All ABW Safety/Flight Safety Offices etc.

A10.3.13.1.2. National Science Foundation (NSF)

A10.3.13.1.3. All ABW AMDS/SGPB (Bioenvironmental).

A10.3.13.1.4. All ABW CEG/CEV (Environmental Mgmt.).

A10.3.13.1.5. Lead Developmental Test and evaluation Organization (LDTO).

A10.3.13.1.6. Operational Test Organization (OTO).

A10.3.13.1.7. Affected Platform/IPT.

A10.3.13.1.8. Other services.

A10.3.13.1.9. Foreign Military Sales(FMS).

A10.3.14. Project Manager.

A10.3.14.1. Manages and monitors the requirement from origination to implementation of the approved configuration change.

A10.3.14.2. Facilitates communication and coordination between members of the evaluation team and ensures work is being completed according to budget and schedule guidelines.

A10.3.14.3. Participates in a variety of preliminary tasks related to the creation of a project. Participates in all preliminary needs assessments and establishes an interim team for the project.

A10.3.14.4. Prepares or obtains all preliminary program planning/business documents such as the project plan, OSS&E requirements, cost requirements, budgets and performance requirements for the project.

A10.3.14.5. Ensures the team is resourced properly, develops a baseline schedule that is signed and approved by key members of the team and takes the lead to establish requirement objectives.

A10.3.14.6. Participates in process analysis, document development, and coordination of the appropriate reviews and continues to manage the team and the work that is being accomplished.

A10.3.14.7. Ensures all project briefings and package documents are prepared for presentation to the CCB to include the CCBAD

A10.3.14.8. Creates and maintains modification project folder.

A10.3.14.9. Implements CCB decision.

A10.3.14.10. Responsible for ensuring any work delegated to a contractor or organic resource maintains integrity of the CCB process at the interface level. Assigns and tracks version numbers as appropriate to ensure that product delivery supports the intended CCB identified work.

A10.3.14.11. When necessary, serves as customer focal point. When serving in this capacity, the Project Manager shall advise the CCBES of all configuration change activity.

A10.3.15. Evaluation Team.

A10.3.15.1. Project Manager: Serves as the Evaluation Team Lead for the requirement. Ensures all aspects of the requirement are evaluated before providing recommendation to the CCB. Ensures all CCB package documentation is complete and accurate before forwarding package to the CCBES.

A10.3.15.2. Environmental, Safety and Occupational Health (ESOH): The Engineer or Equipment Specialist (ES) coordinates any new or revised processes or procedures that may affect the environment (land, water, air impacts/compliance), safety, and health of personnel, cause damage or destruction of government owned equipment, or potentially change Technical Orders, with the appropriate ESOH activities (e.g. Center Safety, Bioenvironmental Engineering (BEE), Environmental Management).

A10.3.15.3. Equipment Specialist (ES): Provides assistance as needed to resolve any technical order issues. Evaluates requirement for Mission Design Series (MDS) impact and Technical Orders. Coordinates with affected Supply Chain Managers (SCMs) early in the process to ensure proper coordination on issues such as source of repair, provisioning, Expendability, Recoverability, Reparability Code (ERRC), Maintenance and Recoverability (SMR) coding and Requirements Management System (RMS) D200 entry / management.

A10.3.15.4. System Engineer: Evaluates and validates the requirement to ensure the critical engineering issues have been adequately addressed and provides support for proposal development. Ensures OSS&E requirements are adequately addressed.

A10.3.15.5. Logistics Manager: Ensures all areas of logistical support for the requirement are addressed.

A10.3.15.6. Configuration Manager: Reviews and ensures all documentation is present and up to date.

A10.3.15.7. Simulators/Ground Trainers provides input on potential impacts to systems.

A10.3.15.8. Personnel from other affected organizations (e.g. Support Equipment, Automated Test Systems (ATS)): Provides input on potential impacts to systems.

A10.3.15.9. Other offices (e.g. Intelligence Office, SFS): Evaluates requirement as necessary.

A10.4. CCB Meetings.

A10.4.1. The CCB shall be held as required to accommodate the change activity within each group.

A10.4.2. Attendance by core members or designee attendance is mandatory.

A10.4.3. Meeting Notice/Agenda. Project manager will provide a copy of their final briefing / presentation to the CCBES according to organizational guidelines.

A10.4.4. The CCBES shall provide a meeting notice, including an agenda, to each CCB member according to organizational guidelines. Each member reviews the agenda and determines their organization's position on each proposed item.

A10.5. Additional Information.

A10.5.1. Out of Cycle CCBs. The Project Manager shall obtain approval from the System Program Manager or Chief Engineer on all emergency/urgent Change Request Packages before contacting the CCBES to schedule the out of cycle CCB. The CCBES will complete any necessary actions and schedule the urgent CCB with all board members. Out of cycle CCBs will be kept to an absolute minimum. Extraordinary circumstances and a full justification will be required prior to obtaining a walk- through disposition on an effort. The disposition of out of cycle CCB items/efforts will be included in the agenda of the next available/designated CCB meeting as an informational item.

A10.5.1.1. Out of cycle Change Request Packages shall meet emergency/urgent criteria such as, but not limited to, safety of flight conditions and critical flight test schedule. Because of their limited processing time, these changes may be scheduled for a CCB after the agenda has been published.

A10.5.1.2. If CCB is scheduled within the next 48 hours, then the Project Manager will walk the change package around for coordination review prior to the CCB.

A10.5.1.2.1. If a CCB is not scheduled within 48 hours, then the Project Manager will either walk the change item package around for coordination or call an emergency CCB. Upon the coordinated recommendation, change will be presented to the CCB Chair or designated representative for signing.

A10.5.1.3. CCB Conduct. The CCBES takes a roll call of CCB members. Once all members are present and accounted for, the meeting is then turned over to the CCB Chairperson for administrative comments and review of open action items. The CCB

chairman shall review the information to be presented and ensure that all opinions are adequately addressed. CCB members provide their recommendation for the disposition of the action (including any outstanding issues) to the CCB Chairperson. The CCB Chairperson shall then determine the overall weapon system program position for the matter being considered.

A10.5.1.4. Weapon System Coordination. The Project Manager and Chief Engineer shall apply program review process in the review of the Change Review Package to determine if other commodities/EIs/systems are impacted. The SPM/PGM/SCM and Chief Engineer shall be invited to the CCB by the CCBES if the Change Request package has a significant impact to the commodity/EI/system performance (e.g., critical safety items, logistics decisions that drive changes to the weapon system TO, processes, changes to the Interface Control Document, safety, capability, etc.)

A10.6. Suggested CCB Presentation Considerations.

A10.6.1. Modification, ECP, and Deviation/Variance Requests. This information may be tailored as required for the type of change requests. The brief is dependent on the size and scope of the modification using organizational CCB slide Template and should provide the following information.

A10.6.1.1. Change Type: (Mod, ECP, Deviation/Variance).

A10.6.1.1.1. System affected.

A10.6.1.1.2. Permanent or temporary change.

A10.6.1.1.3. Requirement/Direction.

A10.6.1.2. Project Manager: (should go on Title slide).

A10.6.1.3. Description/Purpose: (what, why, benefits, system effectivity, pictures, diagrams, how will performance of system be measured, etc.). Is this a new capability or does this replace an existing capability.

A10.6.1.4. Does proposed change resolve a known or newly discovered discrepancy?

A10.6.1.5. For software modifications list all change requests, problem reports, etc. that were considered and the ones selected for the mod.

A10.6.2. Applicable pictures/diagrams.

A10.6.2.1. Cost of Action.

A10.6.2.2. Source for funding.

A10.6.2.3. Funding Type (s).

A10.6.2.4. Estimated Cost.

A10.6.2.5. Funded or unfunded requirement.

A10.6.2.6. Schedule.

A10.6.2.7. Expected Contract Award Date.

A10.6.2.8. Expected Fielding Date (number of months ARO) Milestone schedule.

A10.6.3. Impacts.

A10.6.3.1. Production Effectivity: Retrofit Effectivity:

A10.6.3.2. Does this change impact other programs in any way? Is this change contingent on any other actions?

A10.6.3.3. Return On Investment (ROI).

A10.6.3.4. Return On Reliability (ROR) – (increase in Mean Time Between Failure (MTBF), Mean time Between Maintenance (MTBM), reduction in Total Not Mission capable for Maintenance (TNMCM), etc.).

A10.6.3.5. Identify interfaces affected by the new requirement Specifications/ Interface Control Document (ICD) changes.

A10.6.3.6. Identify interface/integration issues and address all known areas of impact.

A10.6.3.7. If proposed change is software, has version been installed, tested and accredited with appropriate organization? If so, where, on what systems and what were the findings?

A10.6.3.8. Key Performance Parameters and Technical Performance Measures Critical Program Information (CPI).

A10.6.4. Risk.

A10.6.4.1. Technical and safety risks will be evaluated IAW MIL-STD-882, AWB-013A, and AFI 62-601.

A10.6.4.2. Cost and schedule risk should be evaluated using AFPAM 63-128. A risk analysis summary worksheet such as the one shown in the CCB Checklist should be used to identify the risks associated with the elements listed in block 10 of the CCB Checklist and will be used as part of the overall technical, safety, cost, schedule, and program risks.

A10.6.5. Deliverables.

A10.6.5.1. Address Government furnished Equipment/Information (GFE) if applicable.

A10.6.5.2. List all Hardware, Software and Documentation deliverables that should be addressed within the proposal as cost factors and are concerns during the CCB approval process.

A10.6.5.3. Discuss delivery impact if applicable.

A10.6.5.4. Logistics.

A10.6.5.5. Maintenance Planning.

A10.6.5.6. Manpower/Personnel.

A10.6.5.7. Product Support Management.

A10.6.5.8. Support Equipment.

A10.6.5.9. Sustaining Engineering.

A10.6.5.10. Technical and Time Compliance Technical Order (TCTO).

A10.6.5.11. Data Training/Training Support.

A10.6.5.12. Packaging/Handling/Storage/ Transportation.

A10.6.5.13. Computer Resource Support.

A10.6.5.14. Design Interface Supply Support Facilities.

A10.6.5.15. Method of Implementation: (TCTO, Preferred Spare, etc.)

A10.6.5.16. Modification Performed by: (Field, Contractor Field Team (CFT), Depot Field Team (DFT), Contractor, etc.).

A10.6.5.17. Testing.

A10.6.5.18. Discuss Test Requirements, Lead Test Org, success criteria and asset availability.

A10.6.5.19. Discuss Test Activity with Results, LDTO, etc.

A10.6.5.20. OSS&E.

A10.6.5.21. Critical Safety Item Identification and management Interfaces to other programs Environmental and Occupational Heath Impact System Safety Impact Assessment Air Worthiness Certification and other required certifications?

A10.6.5.22. Weight and balance, safety of flight, electrical, tc.Summary/Recommendation.

A10.6.5.23. Do you recommend approval or disapproval? If disapproved, WHY? Any constraints / limitations for approval? (Examples: Do not operate during takeoff or landing, any EMI/EMC concerns, cargo load limits, flight envelope limitations, etc.) ECO, New Drawings and Flight Manual Performance Chart Change Requests.

A10.6.5.24. This information may be tailored as required for the type of change request. The brief is generally no more than 1-2 slides using organizational CCB slide template and should provide the following information Engineer.

A10.6.5.25. Affected Drawing(s).

A10.6.5.26. Description/Purpose (drawing correction, design change, etc.) Method of Implementation (TCTO, Preferred Spared, etc.) Impacts (Tech Data other than drawing(s), Programs/Mods, etc.) Process Flow Diagram.