NAVAIR CONFIGURATION MANAGEMENT POLICY MANUAL

Implemented and endorsed by: NAVAIRINST 4130.1E

Prepared By: NAVAIR Configuration Management Policy Division (AIR-1.1.3)

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RECORD OF CHANGES

IDENTIFICATION OF CORRECTION OR CHANGE	DATE OF CHANGE	DATE OF ENTRY	ENTERED BY

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FOREWORD

This manual is issued to prescribe the roles and responsibilities for the Naval Air Systems Command (NAVAIR) Configuration Management Program. NAVAIRINST 4130.1E implements and endorses NAVAIR M-4130.1 as the official NAVAIR policy for the NAVAIR Standard Operating Procedure 4130.1 which prescribes the NAVAIR configuration management processes.

NAVAIRINST 4130.1D has been cancelled by NAVAIRINST 4130.1E.

Local supplements to amplify this manual may be issued. A local supplement will not contradict or repeat information contained in this manual or NAVAIRINST 4130.1E.

Forward recommended changes to this manual to:

NAVAIR Configuration Management Program
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A copy of this manual is available on the NAVAIR Directives Web site, located under the "Guidance" tab at: https://directives.navair.navy.mil

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Assistant Commander for Acquisitions

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CHAPTER 1
INTRODUCTION

1. General.

a. This Configuration Management Policy Manual is provided to facilitate the implementation of Naval Air Systems Command (NAVAIR) instruction 4130.1E. It is intended to be used in conjunction with the associated Department of Defense (DoD) adopted configuration management (CM) standards referenced and all applicable CM related checklists which are an integral part of NAVAIR configuration management processes and are contained in NAVAIR Standard Operating Procedure (SOP) 4130.1. General information regarding CM policy is provided within.

b. Since every program and project has its unique aspects, the CM framework described herein may be tailored to ensure that the configuration documentation of the project and system or system of systems being acquired, modified, and upgraded is in an acceptably mature state; and the project configuration documentation (PCD) and information has been consistently evaluated, audited, and assessed for accuracy; and the project team has utilized NAVAIR CM processes and policies delineated within NAVAIRINST 4130.1E, this manual and the NAVAIR SOP 4130.1 during the entire life cycle of the acquisition process.

2. Purpose. To provide NAVAIR with policy and processes for effective governance and execution of CM for assigned Configuration Items (CI). The NAVAIR CM process provides a rigorous, structured, flexible and tailorable means of evaluating the progress of the acquisition projects in regards to the proper implementation of CM processes throughout the program's life cycle.

a. Configuration Management Application
Enterprise configuration management (ECM) processes and procedures must be implemented for all acquisition projects and specific acquisition CI covered by NAVAIR 4130.1E.

b. ECM is a process which must be controlled between the Office of Primary Responsibility (OPR), its prime contractors and their current or applicable sub-contractors. This is accomplished by ensuring that a CM policy and process of flow down and flow up of CM requirements and documentation is communicated down from the OPR to its prime contractor and the prime contractors sub-contractors and then these same CM requirements and documentation is then flowed back up from the sub-contractors to the prime contractor and eventually to the OPR.

c. This process must be contractually obligated in all contract drivers and delineated in the government configuration management plan (CMP) and the associated prime contractor CMP.

3. CM Related Standards, Resources and Policy Documents

a. NAVAIR ECM is comprised of many aspects that affect both DoD wide Systems Command (SYSCOM) and civilian organizations that have contractual obligations to provide acquisition services to NAVAIR organizations for projects which are developing new systems or projects that are updating, modifying or changing existing systems.

b. Because of the nature of conducting sound NAVAIR business practices which ensure CM is mandated throughout the life cycle of the project and the overarching policy requirements that must encompass all aspects of the acquisition to include, but not limited to, software, hardware, requirements, specifications, etc., current CM related standards and reference documents must be adhered to in policy decisions. CM standards and reference documents have far reaching impacts across DoD SYSCOM and cover a very broad scope of environments which have been related within NAVAIRINST 4130.1E, throughout this manual and within the NAVAIR SOP 4130.1.

c. While the scope of a project may not have an impact on CM policy and processes, it is imperative that CM standards are utilized as a guide to maintain CM as a life cycle encompassing programmatic function that provides risk mitigation to an OPR regardless of scope, cost and schedule of the project.

d. CM related policy documents are listed in NAVAIR Standard Operating Procedure 4130.1.

CHAPTER 2
NAVAIR CONFIGURATION MANAGEMENT ROLES AND RESPONSIBILITIES

1. General Information. As a program management technical discipline, CM facilitates the orderly management of product requirements configuration information and product changes. In its most basic form CM is defined as a programmatic process for establishing and maintaining consistency of a product's performance, functional, and physical attributes with its requirements, design and operational CM information throughout its life.

2. Application

a. Enterprise configuration management (ECM) processes and procedures must be implemented for all acquisition projects and specific acquisition CI, assigned to the Assistant Commander for Acquisition (AIR-1.0); the Program Executive Office, Air Antisubmarine warfare, Assault and Special Mission Programs (PEO(A)); the PEO Tactical Aircraft Programs (PEO(T)); the PEO for Unmanned Aviation and Strike Weapons (PEO(U&W)), Naval Air Warfare Center (NAWC) training systems division (TSD) and the Naval Air Warfare Centers (NAWC). NAVAIRINST 4130.1E also applies to Joint Service international and foreign military sales (FMS) acquisition projects and all of NAVAIR for life cycle management, regardless of security classification. Any exceptions to NAVAIRINST 4130.1E must be approved by AIR-1.1.3.

b. Program offices with classified programs and projects can be authorized by AIR-1.1.3 to process engineering change proposal (ECP) and change control board (CCB) actions outside of the approved and current NAVAIR ECM tool to control classified configuration changes. When processing classified configuration changes the OPR or program office with oversight of the project must utilize the same NAVAIR ECM processes, procedures, and forms mandated by NAVAIRINST 4130.1E. The classified project OPR will be authorized to utilize the programs internal classified CM control documentation repositories and those classified CM documents must be maintained separately from normal NAVAIR CM repositories.

c. As applied to digital documents, configuration management at NAVAIR is the application of CM principles to digital documents, their representations, and data files or databases; and the correlation of digital documents to each other and to the products to which they apply.

3. Configuration Management (CM)

a. The CM policy will include the combined and systematic application of the following five CM functions and all CM processes as delineated in NAVAIRINST 4130.1E, this manual, all other current appendices of this manual and enclosures of the NAVAIR SOP 4130.1:

(1) CM Planning and Management;

(2) Configuration Identification;

(3) Configuration Control (aka Change Management);

(4) Configuration Status Accounting (CSA); and

(5) Configuration Verification, Audits and Assessments.

b. Note: Per DoD adopted CM standards ANSI/EIA-649B, EIA-649-1, and CM Handbook GEIA-HB-649A "Change Control" as delineated in NAVAIRINST 4130.1E, this manual and the SOP is termed as "Change Management" within those standards. For purposes of the NAVAIRINST 4130.1E, this manual and the NAVAIR SOP 4130.1 they are one and the same.

4. NAVAIR CM POLICY Responsibilities and Authority

a. The PEO or OPR (i.e., the program office or code) that has overall management responsibility for CI with guidance from AIR-1.1.3 and the assigned CM has the responsibility and authority to:

(1) Implement DoD and NAVAIR life cycle CM process requirements for assigned CI;

(2) Ensure that the PEO or OPR attains an AIR-1.1.3 CCB. This can either be a centralized CCB which does not require an AIR-1.1.3 approval charter or a decentralized CCB (DCCB) which requires a charter approval from AIR-1.1.3 which must be maintained per NAVAIRINST 4130.1E;

(3) Ensure compliance with all NAVAIR CM instructions which includes ensuring the following minimal CM policy requirements are implemented:

(a) Implement CCB approved actions as documented;

(b) Maintain records of all CCB actions and changes (whether approved or disapproved) by utilizing an approved CSA system;

(c) Conduct appropriate functional and physical configuration audits, and configuration management assessments;

(d) Establish appropriate configuration baselines; and

(e) Maintain correct CSA for all projects which fall under their purview.

(f) OPR will provide appropriate resources to support DCCB performance evaluations and resolve any outstanding actions.

(4) Designate a dedicated configuration manager responsible for all aspects of CM, data management (DM), Government furnished property (GFP), and Government furnished

information (GFI) which includes software for the PEO, OPR, or competency. At the OPR level, the configuration manager must be assigned as a functional lead working directly for the Program Manager (PM) or their principal deputy program manager (DPM);

(5) Ensure a CMP is prepared and maintained for PEO or OPR projects and for specific CIs (if deemed necessary by AIR-1.1.3 by the PEO lead, the PM, the principal DPM and the assigned configuration manager);

(a) Assure proper program implementation of all aspects of the CMP and that personnel under the PEO or OPR cognizance follow those plans and NAVAIRINST 4130.1E; and

(b) Assure that all applicable CMPs have been reviewed and approved by AIR-1.1.3 per NAVAIRINST 4130.1E.

(c) Note: For NAVAIR purposes at the PEO level of the NAVAIR organization a configuration manager is not normally assigned. If at some point a NAVAIR PEO requires the assignment of a configuration manager to manage change within that organization that PEO must implement a CMP per NAVAIRINST 4130.1E.

(6) Manage and provide PEO or OPR level direction for the planning, budgeting, scheduling and staffing of all major (Class I) changes (i.e., ECP, Rapid Action Minor Engineering Change (RAMEC), request for variances (RFV), or SCN, etc.) from initiation until disposition by the applicable NAVAIR centralized CCB or DCCB;

(7) Ensure all PEO and OPR utilize the most current ECM tool which has been designated for use by AIR-1.1.3 to process CCB actions and coordinate applicable requirements with AIR-1.1.3. Note: Request to process major (Class I) ECPs outside of the ECM tool application must be approved by the NAVAIR CCB chairperson (AIR-1.1.3) using specific procedures.

(8) If the PEO or OPR has authorized the use of an internal change management tool, that tool must flow data to and from the current NAVAIR ECP and CCB ECM tool for processing all change management evolutions. The internal OPR CM tool cannot be utilized to approve or disapprove NAVAIR CCB actions. Description of what the internal OPR CM tool must be comprised of is located in enclosure 6 of the NAVAIR SOP 4130.1.

b. There are NAVAIR CCB voting requirements. NAVAIR CCB and DCCB require specific actions from stakeholder PEO and OPR organizations. The CCB or DCCB chairperson is the only authority for approval or disapproval of a CCB action. These actions are the review, concurrence, approval, and disposition, and in some cases, the disapproval of CCB actions as applicable. NAVAIRINST 4130.1E and this manual delineate which organizations have voting member approval authorization and those that have associate member review or concurrence authority only.

(1) Note: Generally, the associate member initial review or concurrence must be completed prior to voting member actions. DCCB must clearly define these members and roles in their CMP.

(2) Voting members of the CCB or DCCB, where applicable, are tasked with the thorough review, concurrence, and approval authority of all ECP and CCB actions for NAVAIR PEOs, OPRs and any other NAVAIR-controlled organization to which they are assigned.

(a) Note 1: CCB and DCCB voting members must vote for approval or vote for disapproval of CCB actions.

(b) Note 2: For NAVAIR purposes when the term ECP or CCB action is delineated throughout NAVAIRINST 4130.1E it is the same as utilizing the term "Major Change" to a CI.

(c) The following NAVAIR organizations and competencies are designated as NAVAIR CCB voting members and must vote on NAVAIR CCB actions as delineated in NAVAIRINST 4130.1E, the manual and all enclosures of the NAVAIR SOP 4130.1 which may be applicable.

1. OPR PM or DPM

2. NAVAIR 4.0 Research and Engineering

3. NAVAIR 6.0 Logistics and Industrial Operations

4. NAVAIR 6.8.5.2 Logistics Product and Data Division

5. Program Manager, AIR Naval Aviation Training Systems (PMA205)

6. PEO, OPR or competency configuration manager

7. NAVAIR 1.3 Government-Furnished Property Manager

8. Note: Listed voting members are mandatory requirements, but other voting members may be added at the discretion of the NAVAIR CCB or DCCB chairperson.

(3) NAVAIR CCB Associate Member requirements

(a) Associate members of the NAVAIR CCB must be active participants of the NAVAIR centralized CCB and DCCB, and where applicable, implement initial review and concurrence authority of NAVAIR ECP and CCB actions as delineated in NAVAIRINST 4130.1E, the manual and all enclosures of the NAVAIR SOP 4130.1 which may be applicable.

(b) The following NAVAIR organizations and competencies are NAVAIR CCB associated members and must be represented in the initial review and concurrence of NAVAIR

ECP and CCB actions as delineated in NAVAIRINST 4130.1E, this manual and all enclosures of the NAVAIR SOP 4130.1 which may be applicable.

1. NAVAIR 2.0 Cognizant Procuring Contracting Officer (PCO)

2. NAVAIR 4.0P Airworthiness

3. NAVAIR 4.0P Cybersecurity Safety (CYBERSAFE)

4. NAVAIR 5.0 Test and Evaluation

5. NAVAIR 6.7 Industrial & Logistics Maintenance Planning and Sustainment Department

6. NAVAIR 7.8 Program and Business Analysis Department Business Financial Manager (BFM)

7. NAVAIR 10.0 Comptroller

8. NAVAIR System Safety (AIR-09F1, 4.1.6)

9. PMA260 Support Equipment

10. Naval Supply Systems Command (NAVSUP)

11. Naval Air Technical Data and Engineering Service Command (NATEC)

12. Cognizant Engineering Department AIR-4.0 (i.e., Structural (AIR-4.3), Propulsion (AIR-4.4) Avionics (AIR-4.5), etc.

13. Naval Air Warfare Centers - Training Systems Division (NAWCTSD), Aircraft Division (NAWCAD), Weapons Division (NAWCWD)

14. Government agencies, other military services, and any international partners (FMS) that may be stakeholders in the applicable ECP or CCB action as may be required.

15. Fleet Readiness Centers (FRCs)

c. AIR-1.1.3 has responsibility and authority to:

(1) Establish, implement, and enforce configuration management policy and processes for the NAVAIR team;

(2) Chair and govern the operation of the NAVAIR CCB for NAVAIR;

(3) Review and approve OPR CMP and DCCB charters;

(4) Charter special CCB as appropriate;

(5) Collect and maintain CM process metrics;

(6) Audit and assess performance of decentralized and special CCB;

(7) Provide CM functional requirements for information technology development for Commander, NAVAIR;

(8) Function as the NAVAIR configuration manager subject matter expert;

(9) Train PEO, NAWC, and NAVAIR CM personnel in the configuration management and ECP process;

(10) Develop and maintain CM audit process policy and current checklists. Manage the NAVAIR CM audit process;

(11) Develop and maintain CM assessment process policy and current checklists. Manage the NAVAIR CM assessment process;

(12) Review and approve tailoring of CM audits and assessments (if tailoring is required or applicable);

(13) Designate for use an ECM tool for all NAVAIR entities to process CCB actions at NAVAIR;

(14) Ensure that the ECM tool utilized to process ECP and CCB action reviews and approvals is maintained and updated to meet current CM policy and requirements as delineated in NAVAIRINST 4130.1E, this manual and the NAVAIR SOP 4130.1;

(15) If the PEO or OPR has authorized the use of an internal change management tool, that tool must be approved for use by AIR-1.1.3. Note: The procedural and process requirements for information integration from the OPR's internal change management tool and NAVAIR's ECM tool for CCB and ECP action at NAVAIR are defined in the NAVAIR SOP 4130.1.

(16) Establish, implement and enforce Master Government Furnished Equipment List (MGFEL) or GFP and GFI policy and processes for NAVAIR;

(17) Function as NAVAIR GFP and GFI subject matter expert;

(15) Work in conjunction with AIR-4.0 and AIR-4.0P to ensure all applicable Airworthiness documentation is included as required in the CM documentation of a project;

(16) Work in conjunction with Airworthiness and CYBERSAFE Directorate (AIR-4.0P) to ensure all applicable Cybersecurity and Information Assurance (IA) documentation is included as required in the CM documentation of a project;

(17) Audit and assess the performance of PEO or OPR CM processes in coordination with the assigned PEO or OPR CM. CM review must be at least biennially (every two years) or in response to PEO office or OPR program manager request; and

(18) Oversee the enforcement of the process for type equipment code (TEC) and work unit code (WUC) or their equivalent, and oversee TEC and WUC assignment to ensure compatibility with existing Naval Aviation Logistics Command Management Information System (NALCOMIS) Optimized Organizational Maintenance Activities (OOMA) baselines as delineated in NAVAIR 00-25-8 manual, (Business Rules for Assignment and Management of WUCs and TECs).

d. The PEO, OPR and Competency configuration manager must:

(1) Be responsible for all aspects of CM delineated in NAVAIRINST 4130.1E, this manual and the NAVAIR SOP 4130.1 for the PEO or OPR to which they are assigned;

(2) Fill a functional lead position and must work directly for the organization or competency, the PEO, OPR or PM or their designated principal DPM;

(3) Be responsible for reporting all aspects of the NAVAIR organization, competency, or PEO/OPR's CM policy and process status to the PM or DPM of that NAVAIR entity on a routine basis;

(4) Manage the implementation of the OPR CM policy and processes;

(5) Be responsible for ensuring the five functions of CM are properly applied throughout the OPR, program offices and competencies;

(6) Be responsible to ensure appropriate CM language is included in all SOW and contracts.

(7) Manage the ECM database or tool and coordinate applicable requirements with AIR-1.1.3;

(8) Manage the PEO or OPR CM audit and assessment process;

(9) Manage all aspects of the OPR ECP planning and evaluation conferences and CCB action meetings. When designated by the PM or DPM, chair meetings required for processing of CCB actions and ECP reviews for the OPR.

(10) Incorporate in all weapon systems, the most suitable configuration controlled equipment that will fulfill their missions as dictated by operational requirements while being

consistent with reliability, maintainability, supportability, standardization and economy to the end item. Also, the OPR PM will not expend Aircraft Procurement Navy or other procurement navy funds for procurement of GFP/GFI/GFE unless approval for production/limited production requirements have been met. Master GFP/GFI/GFE lists are to be prepared for all new and commercially modified weapon systems programs procured by NAVAIR including those for the USN, USMC, USAF, USA, USCG, and foreign military sales.

e. NAVAIR 2.0 personnel are tasked with the responsibility and authority to:

(1) Serve as an associate voting member of NAVAIR CCB and DCCB where applicable, and are tasked with concurrence of all ECP and CCB actions for NAVAIR and also the PEO or OPR to which they are assigned (if applicable);

(2) Assist the PEO or OPR configuration manager in determining how the engineering change can best be contractually negotiated and implemented. If a Justification and Approval (J&A), a certificate of urgency or both is required, this information will be documented in the decision memorandum;

(3) Review applicable CM language for contracts, SOW, contract data requirements and other contractual requirements provided by the assigned PEO, or OPR configuration manager to ensure it conforms to the latest contractual policy and guidance;

(4) Attend, as the lead OPR contracts stakeholder, all ECP evaluation and planning conferences and CCB meetings. Assist in the conference to ensure that the OPR has given due consideration to the impact of the change on other segments of the program and other contracts;

(5) Ensure the PCO assigned to each program reviews all major (Class I) engineering changes including those changes obtained from outside of NAVAIR.

(6) Ensure the PCO assigned to each program reviews all major and critical RFV to assess every relevant implication with regard to contractual commitments.

(7) Ensure that due consideration is obtained from all 2.0 stakeholders when applicable and signs the current and applicable NAVAIR 4130/1 staffing form for concurrence prior to final CCB action approval;

(8) Ensure that the implementation schedule and contract funding amounts identified in the NAVAIR 4130/1 staffing form are achievable prior to signing the form for concurrence.;

(9) Train NAVAIR 2.0 personnel in the mandatory contract requirements which must be included in all reviews during the ECP and CCB approval process; and ensure that all procurement initiation documents (PID) and contracts prepared for the procurement of a hardware, firmware, or software CIs will contain an appropriate CM requirement within the SOW, a special section - H configuration control clause (if applicable), and CDRL (form DD1423) for applicable CM data deliverables as identified by NAVAIR contract guidelines and NAVAIRINST 4130.1E. It is ultimately the responsibility of the procuring NAVAIR

organization, the OPR and program office to establish contract requirements for CM data, delivery requirements, and to define a procurement process that will ensure such requirements are met.

(9) Final responsibility for the completeness and accuracy of the contractual elements contained in the CCB package which is placed into the ECM tool rests solely with the OPR 2.0 representatives.

f. NAVAIR Research and Engineering Department (AIR-4.0) personnel are tasked with the responsibility and authority to:

(1) Serve as a voting member of NAVAIR centralized CCB or DCCB where applicable and are tasked with approval of all ECP and CCB actions for NAVAIR and also (if applicable) the PEO or OPR to which they are assigned;

(2) ensure that the AIR-4.0 representative Assistant Program Managers for Engineering (APME) or class desk assigned to each program reviews all major (Class I) ECP, LECP, value engineering change proposals (VECP), RFV, and SCN, etc. The reviews must also include those changes obtained from outside of NAVAIR;

(3) Review and provide concurrence or non-concurrence for all ECP, variances and CCB actions;

(4) Ensure that the APME make comprehensive assessments of risk factors, performance predictions and effectiveness analysis and cost analyses for the CCB actions under review;

(5) Judge the design validity and operational safety of aviation systems for the ECP and CCB actions under review;

(6) Ensure the systems engineering technical review (SETR) process is applied appropriately to any changes conducted on the most current configuration product baseline;

(7) Ensure a formal technical review is conducted by all applicable engineering disciplines and Technical Area Experts (TAE) associated with engineering changes, and CCB actions;

(8) Train NAVAIR engineering personnel in the ECP and CCB process;

(9) Serve as the cognizant software expert and point of contact for all NAVAIR managed programs which are affected by software ECPs and CCB actions.

(10) Attend as the lead PEO or OPR engineering stakeholder all ECP evaluation and planning conferences and CCB meetings;

(11) Signs the most current NAVAIR 4130 CCB Action form for staffing and concurrence and completes in full the most current CCB Systems Engineering ECP and Flight

Clearance Requirement certification 4130 CCB Action form as may be required prior to all CCB concurrences;

(12) Ensure that an AIR-4.0 representative completes the most current NAVAIR 4130 CCB Action forms for MGFEL and Support Equipment (SE) when MGFEL and SE requirements that are impacted;

(13) Control test aircraft re-configuration, modifications, and project work as governed by NAWC instructions 13050.6A (Aircraft Division) and 13034.1D (Weapons Division); and

(14) Ensure that AIR-4.8 (Support Equipment Test & Evaluation (T&E)) is an active participant and stakeholder for all ECP and CCB actions.

(15) Note 1: When a change involves mission-critical computer resources or Mission Critical Computer Software (MCCS) requirements, the cognizant engineer must coordinate the CCB package with the cognizant software office.

(16) Note 2: As per the NAVAIR organization breakdown structure (OBS) AIR-4.8 is chartered with SE T&E responsibility for NAVAIR.

(17) Note 3: Final responsibility for the completeness and accuracy of the engineering elements contained in the CCB package which is placed into the ECM tool lies solely on the OPR 4.0 representatives.

g. NAVAIR Airworthiness and CYBERSAFE Directorate (AIR-4.0P)

(1) AIR-4.0P is the NAVAIR process owner and authority for all airworthiness evaluations. AIR-4.0P personnel are tasked with the responsibility and authority to:

(a) Ensure that a NAVAIR 4.0P representative reviews all major (Class I) ECP and CCB actions including those changes obtained from outside of NAVAIR which are affected by airworthiness requirements;

(b) Document and issue the airworthiness certification or airworthiness assessment that captures the complete description of the aircraft or air systems configuration information necessary for safe operation of the aircraft or air systems for all NAVAIR ECPs and CCB actions affected by air worthiness requirements;

(c) Ensure that the applicable airworthiness certification which includes flight clearance (FC), or interim flight clearance (IFC) documentation must be applied to and contained in all NAVAIR CCB action documentation for which an air-worthiness assessment is required;

(d) Ensure that any FC that directly causes a configuration change to a fielded system will be achieved by a NAVAIR technical directive (TD) via the established ECP, CCB and TD processes of NAVAIR; and

(e) Assist the configuration manager in providing temporary airworthiness certification documentation is contained in ECP and CCB actions (e.g., IFC) for flight of aircraft in a nonstandard configuration for all configuration changes under their cognizance.

(f) Note: Final responsibility for the completeness and accuracy of the airworthiness engineering elements contained in the CCB Package which is placed into the ECM tool lies solely on the OPR 4.0P representatives.

(g) Note: The NAVAIR Anti-Tamper (AT) Technical Warrant Holder (TWH) will evaluate change request packages and ECPs that include critical program information (CPI) or critical technology (CT) for appropriate AT protections.

(2) NAVAIR 4.0P CYBERSAFE personnel are tasked with the responsibility and authority to:

(a) Serve as an associate member of NAVAIR centralized CCB or DCCB where applicable and are tasked with concurrence, approval, or both of all ECP and CCB actions for NAVAIR and also the PEO or OPR to which they are assigned;

(b) Ensure that the Information System Security Manager (ISSM) or the Information Systems Security Officer (ISSO) provides resources and appropriate input to support product configuration baselines of all information systems and assets under their purview and also satisfying the CM responsibilities established in DoDI 8500.01, 8510.01, NAVAIRINST 4130.1E, and the applicable cybersecurity plan (CSP) and ensure that configuration changes that may impact DoD information system (IS) and Platform Information Technology (PIT) system authority to operate or security posture are formally reported to the cognizant commander, cognizant authorizing official(AO) and other affected parties such as, the assigned OPR configuration manager, ISSMs, AOs and IS stewards of interconnected DoD ISs;

(c) Ensure that CYBERSAFE personnel with guidance from AIR-1.1.3, and the assigned OPR configuration manager, are required to assist in managing all IS or PIT configuration changes within the constraints of NAVAIRs CCB and chartered DCCB system for the systems and assets under their purview;

(d) Ensure that in support of the NAVAIR organization, competency, OPR or program officer configuration manager, the ISSM will ensure that software and hardware changes which are mandated by the cyber vulnerability and change process for information assurance vulnerability alert (IAVA) and information assurance vulnerability bulletins (IAVB) are made through the NAVAIR CM process;

(e) Utilize NAVAIRs current ECP, CCB and Technical Directive (TD) training curriculum to ensure the cybersecurity competency and NAVAIR CYBERSAFE personnel are current in their training and knowledge of NAVAIRs ECP, CCB and TD process;

(f) Ensure that a CSP is in place for the NAVAIR organization and that the plan is embedded as a reference in the applicable CMP for the NAVAIR organization that has cybersecurity effectivity; and

(g) Ensure that cyber data and information is collected and made available to DoD Aviation or Shipboard Information Networks as per any future cyber configuration baseline standard (CBDS) developed.

(h) Note 1: DoD information network ISSMs and NAVAIR ISSMs must work together to ensure that any future requirements for cybersecurity captured in a CBDS are incorporated into the current NAVAIR CCB action and ECP processes.

(i) Note 2: Final responsibility for the completeness and accuracy of the cybersecurity elements contained in the CCB package which is placed into the ECM tool lies solely on the OPR cybersecurity representatives.

h. Assistant Commander, Test and Evaluation (AIR-5.0)

(1) Assistant Commander, Test and Evaluation (AIR-5.0) personnel assigned specifically to AIR-5.0 are tasked with the responsibility and authority to:

(a) Control test aircraft re-configuration, modifications, and project work as governed by NAVAIRINST 13050.6A, NAVAIRWARCENACDIVINST 13050.1C, and VX30/VX31 instruction 13050.1C;

(b) Ensure the AIR-5.0 configuration management authority representative is responsible for, and will establish guidance on, CM policy and procedures and will act as the authoritative representative in consonance with AIR-1.1.3, NAVAIRINST 4130.1E and specific guidance contained within NAVAIRINST 13050.6A;

(c) Train personnel in the NAVAIR approved change management process used specifically for research and development (R&D) T&E events and governed by the instructions referenced previously in this section;

(d) Ensure that the NAVAIR aircraft reporting custodian (ARCs) have the authority to modify aircraft systems that are in the reporting custody of NAVAIR type commander (TYCOM) or aircraft controlling custodian (ACC) (to include those aircraft systems in a NAVAIR ACCs temporary reporting custody) for the purposes of project support of NAVAIRs R&D T&E mission;

1. This includes the authority to approve multiple modification installations of test, developmental, prototype or experimental configurations without the requirement of AIR-1.1 CCB approval;

2. The NAVAIR ARC may further delegate this authority by establishing individuals to sign "By Direction" for the ARC; and

(e) Ensure that the delegation of modification authority does not supersede or take precedence over the existing authority specified in the instruction, Commander Naval Air Forces 4790.2B, or the NAVAIR 00-25-300 manual (such as TDs and other NAVAIR approved modifications) for aeronautical equipment.

(f) Note: CM for TDs, and other NAVAIR approved modifications must be processed following applicable instructions and guidance. PMs are responsible for funding operational safety improvement program retrofit modifications to their respective type, model, and/or series (T/M/S).

(2) NAVAIR AIR-5.0 Personnel Responsibilities

(a) NAVAIR 5.0 personnel directly assigned to a NAVAIR organization, competency, or an OPR are tasked with the responsibility and authority to:

(b) Serve as an associate member of the NAVAIR PEO or OPR centralized CCB or DCCB where applicable;

(c) Ensure that under the purview of the NAVAIR organization commander and the OPR PM review all ECP and CCB actions which have T&E requirements associated with the change;

(d) Ensure that the OPR has given due consideration to the impact of the change on other parts of the test and evaluation of the ECP or CCB action;

(e) Ensure that an AIR-5.0 representative completes the most current NAVAIR 4130 CCB action forms for MGFEL and SE when MGFEL or SE requirements that are impacted;

(f) Attend as the lead OPR T&E AIR-5.0 stakeholder all ECP Evaluation and Planning Conferences and CCB meetings; and

(g) Work in conjunction with AIR-4.8 (SE T&E) to ensure that all functional SE T&E requirements for ECP and CCB actions are completed correctly and per with all applicable SE instructions.

(h) Note 1: As per the NAVAIR OBS AIR-4.8 is chartered with SE T&E responsibility for NAVAIR.

(i) Note 2: Final responsibility for the completeness and accuracy of the T&E elements contained in the CCB package which is placed into the ECM tool lies solely on the cognizant OPR 5.0 representatives.

i. NAVAIR Logistics and Industrial Operations Group (AIR-6.0) personnel have the responsibility and authority to:

(1) Serve as a voting member of NAVAIR centralized CCB and DCCB and the approval of all ECP and CCB actions for NAVAIR and the PEO or OPR to which they are assigned;

(2) Ensure a product support manager (PSM), assistant program manager for logistics (APML) or their deputy assistant program manager for logistics (DAPML) assigned to each PEO or OPR reviews all major (Class I) ECPs, VECP, RFV, NOR and SCN. The reviews must include those changes obtained or received outside of NAVAIR;

(3) Ensure that all assigned PEO and OPR Logistics stakeholders attend ECP Evaluation and Planning Conferences and CCB meetings, when required;

(4) Ensure that the cognizant AIR-6.0 representative (PSM, APML or DAPML) evaluates, provides concurrence and non-concurrence for all ECP and CCB actions, ensuring changes are logistically supportable and all retrofit issues have been addressed. This must include evaluating the change request package, the ECP or CCB package for impacts on Integrated Logistics Support (ILS) plans, including identification of item criticality determinations (i.e., critical safety item (CSI), critical application item (CAI), non-critical);

(5) Ensure PSMs, APMLs or DAPMLs make comprehensive assessments of risk factors, logistical predictions and effectiveness and cost analyses for the ECP and CCB actions under review;

(6) Staff the proposed change following processes delineated by NAVAIR and the applicable CMP. This staffing must be documented and concurred to by completing the current NAVAIR 4130 forms 2, 3, 7 and 9.

(a) When GFP or GFI requirements are impacted, the current NAVAIR 4130/5 or 4130/6 forms are required to support the change.

(b) If the change requires modification or kit installation at the organizational, intermediate, or depot maintenance level, a NAVAIR 5215/6 form must be completed;

(c) If TDs, publications or manuals are impacted, a NAVAIR 4130/13 form is required.

(d) If training systems are impacted, a NAVAIR 4130/11 form is required.

(e) If SE is impacted, a NAVAIR 4130/7 form is required.

(f) Concur with electronically (e.g., ECM tool) or physically sign the most current NAVAIR 4130/9 section 1 CCB action form for staffing.

(g) Complete in full the most current CCB action forms required by NAVAIRINST 4130.1E prior to all CCB approvals.

(7) Ensure all affected logistic support element inputs for the ECP or CCB action are correctly delineated in the decision memorandum for the formal ECP or CCB action;

(8) Ensure that a 6.0 representative completes the most current NAVAIR 4130 CCB Action forms for MGFEL and SE when MGFEL or SE requirements that are impacted;

(9) Train NAVAIR Logistics personnel in the ECP and CCB process;

(10) Ensure all logistic support inputs for the ECP and CCB actions must be coordinated with AIR-4.0 prior to being forwarded to the PEO or OPR for inclusion with the final CCB change package (if applicable); and

(11) Work in coordination with the assigned NAVAIR PEO or OPR configuration manager to ensure that all required logistics documentation is complete, accurate and placed into the current ECM tool for review and approval of the ECP or CCB action.

(12) Special emphasis must be placed on proper aviation maintenance material management (AV-3M) configuration identification coding assignment TEC and WUC) or their equivalent, as these assignments form the foundation of all CSA and AV-3M maintenance, usage, and readiness reporting.

(13) When an ECP or CCB action is deemed to be a production only engineering changes an AIR-6.0 certified representative must review "production only" marked 4130/1 forms to assess if a retrofit requirement exists prior to CCB approval. The logic behind this requirement is to minimize the adverse impact that multiple or mixed configurations are having on readiness and operational and support costs.

(14) Final responsibility for the completeness and accuracy of the logistics elements contained in the CCB package which is placed into the ECM tool lies solely on the PSM, APML and the DAPML.

j. Technical Directive Management Branch (AIR-6.8.5.2) has the responsibility and authority to:

(1) Ensure appropriate implementation of NAVAIR's TD process for NAVAIR ECP and CCB actions. The NAVAIR TD process is delineated in the NAVAIR 00-25-300 Technical Directive System manual.

(a) Note 1: When a TD is required to be implemented by approval of the CCB action AIR-6.8.5.2 reviews the NAVAIR CCB package for TD requirements only.

(b) Note 2: TD elements which are required to release the TD to the fleet for implementation are delineated in NAVAIR 00-25-300 Technical Directive System manual.

(2) Review for approval or concurrence all major (Class I) ECP and CCB packages in the current ECM tool for acceptability and supportability of specific TD logistics elements.

k. Industrial and Logistics Maintenance Planning and Sustainment Department (AIR-6.7) NAVAIR 6.7 has the responsibility and authority to:

(1) Ensure that each new system or equipment acquisition complies with the intent of NAVAIRINST 4130.1E and NAVAIRINST 4790.22B upon entry into the systems acquisition process through system disposal, regardless of which phase the system enters the systems acquisition process;

(2) Develop and provide guidance, training, and oversight as required for the Design Interface and Maintenance Planning program processes, which apply to ECPs and to CCB change request or directive actions at NAVAIR;

(3) In conjunction with the NALCOMIS OOMA baseline manager, request configuration identification assignment coding for use in the AV-3M systems as required by NAVAIR-00-25-8 manual (Business Rules for Assignment and Management of WUCs and TECs) when required by the ECP or CCB change request and directive action.

(a) These codes form the foundation of all maintenance, usage, readiness and configuration status reporting. Proper identification of each end item, repairable and maintenance-significant consumable configuration item is essential to life cycle management.

1. Ensures identification and standardization of each repairable or maintenance-significant consumable configuration item;

2. Facilitates the use of Navy and Marine Corps configuration and maintenance management tools such as Decision Knowledge Programming for Logistics Analysis and Technical Evaluation (DECKPLATE), NALCOMIS, and OOMA etc.; and

3. Ensures the PEO or OPR responsible for providing the TEC and WUC, with assistance from the NAVAIR National WUC Policy Manager (AIR-6.8.5.2), assigns a TEC and WUC to all required CIs.

(4) Ensure that PEO and OPRs with systems currently under development or have systems which have been developed or manufactured through the incorporation of a major (Class I) ECP have developed and retain maintenance plans.

(5) Ensure the PEO or OPR for a project undergoing a configuration change either modifies an existing or develops a new maintenance plan that reflects changes to project CIs;

(6) Ensure either NAVSUP-Weapon System Support Philadelphia or Mechanicsburg and Naval Ordnance Logistics Supply Center, Norfolk manages all changes to provisioning requirements for systems and equipment acquisition through a design change notice (DCN) or ECP, and that all ECP or CCB actions are supported by an APML-approved maintenance plan.

(7) Note: Final responsibility for the completeness and accuracy of the system acquisition elements for logistics contained in the CCB package placed into the ECM tool lies solely with the PEO or OPR 6.7 representative.

l. NAVAIR Program and Business Analysis Department (AIR-7.8) personnel are tasked with the responsibility and authority to:

(1) Serve as an associate member of the NAVAIR CCB and DCCB where applicable and are tasked with concurrence or approval of all ECP and CCB actions for NAVAIR and also the PEO or OPR to which they are assigned (if applicable);

(2) Ensure that AIR-7.8 personnel will assist in determining how the engineering change can best be funded contractually.

(3) Ensure implementation comptroller activities are adequate, and that adequate funding control is being mandated during the ECP or CCB action process.

(4) If BFM actions are necessary to implement the ECP or CCB action then this information will be documented in the decision memorandum or current PID.

(5) Ensure the BFM assigned to each OPR reviews all major (Class I) engineering changes including those changes procured outside of NAVAIR and signs the current and applicable NAVAIR 4130 Staffing and Concurrence form prior to CCB;

(6) Ensure that the OPR has given due consideration to the impact of the change on other parts of the OPR, project or other contracts;

(7) Ensure that with assistance and guidance from AIR-1.1.3 and the assigned configuration manager, 7.8 personnel must ensure that all applicable CM language for comptroller product requirement to conduct and maintain CM policy is in place and standardized for all NAVAIR competencies and organizations whether internal to NAVAIR or are DoD SYSCOM commands directly associated with NAVAIR;

(8) Ensure that all comptroller documents prepared for the procurement of a hardware, firmware, or computer software configuration item (CSCIs) will contain an appropriate CM requirement within the SOW, a Special Section –H configuration control clause (if applicable), and CDRLs, DD1423 for applicable CM data deliverables as identified by NAVAIR contract guidelines and NAVAIRINST 4130.1E;

(9) Attend as the lead OPR comptroller stakeholder all ECP Evaluation and Planning Conferences and CCB meetings.

(10) Note: Final responsibility for the completeness and accuracy of the comptroller elements contained in the CCB package which is placed into the ECM tool lies solely on the OPR 7.8 representatives.

m. Aviation Training Systems (PMA205)

(1) As a voting member of the NAVAIR CCB, PMA205 personnel are tasked with voting on all ECP and CCB actions representing training systems (Trainers, Simulators, Curriculum and Courseware) for NAVAIR PEOs and also the OPR to which they are assigned (if applicable).

(2) All PMA205 representatives (training systems Integrated Product Team (IPT) Lead) must be assigned to each NAVAIR organization, competency, and OPR for ECP or CCB action purposes and that the assigned PMA205 training system IPT lead reviews all major (Class I) engineering changes including those changes obtained from outside of NAVAIR and signs the most current NAVAIR 4130 CCB "Logistics Staffing Requirements" form for concurrence prior to CCB.

(3) PMA205 has responsibility and authority to:

(a) Review all major (Class I) engineering changes to ensure the configuration, procurement, installation and maintenance support accurately reflect the configuration of the equipment the training systems are modeled after, and ensure that all training systems requirements are adequately addressed;

(b) Ensure that a PMA205 representative reviews and completes (if applicable) the most current NAVAIR 4130 CCB action forms for MGFEL and SE when MGFEL or SE requirements that are impacted for the training systems;

(c) Provide representation as associate and voting members of all NAVAIR centralized CCB and DCCB actions; and signs the most current NAVAIR 4130 CCB "Logistics Staffing Requirements" form for concurrence prior to CCB; and

(d) Attend all ECP evaluation and planning conferences and CCB meetings as the lead PEO or OPR training systems stakeholder.

(e) Note: Final responsibility for the completeness and accuracy of the training systems elements contained in the CCB package which is placed into the ECM tool lies solely on the OPRs PMA205 representatives.

(f) When common system OPR's or platform program specific OPR's makes a change that impacts training systems the CCB action documentation and ECP package must contain language that mandates that PMA205 is added as one of the tasked activities within the process.

(g) When tasked within a common systems CCB action PMA205 will execute the change implementation with approved documentation and within the constraints of current funding via aircraft procurement, Navy 5 (APN-5) funding.

(h) Note: If the common change impacts training systems with APN-7 monies being the funding source the OPR driving the change to implementation will submit the appropriate funding paperwork and documentation to PMA205 for approval.

n. NAVAIR 6.8 Government Furnished Property (GFP and GFI) Manager, as of this date no specific process owners for GFP and GFI are identified at NAVAIR. See NAVAIR SOP 4130.1 enclosure 14 – MGFEL Policy

5. Data Management (DM). Refer to NAVAIRINST 4200.21E for all DM roles and responsibilities.

6. CM Terms and Definitions. Commonly used CM terms and definitions are identified within Appendix B of this manual.

7. CM Related Policy Standards and Documents. Commonly used CM related standards, instructions, manuals, and documents are identified within Appendix A of this manual.

8. Joint Service or Interagency Requirements

a. When more than one military service (or government activity) is involved in the acquisition project, system, CI modification or life cycle support of a CI, the assigned OPR will prepare a CM memorandum of agreement (MOA) to identify all key CM program stakeholders and participants including their roles and responsibilities (e.g. PM, logistics, engineering, contracts, Defense Contract Management Agency (DCMA), etc.)

b. The MOA will also address any unique CM interface or coordinating requirements that are approved for program use. The MOA will be staffed through key CM stakeholders and participants, (e.g., logistics, engineering, contracts, DCMA etc.) including AIR-1.1.3, for concurrence prior to being approved. The MOA must be incorporated as an addendum to the current OPR or specific acquisition project CMP.

9. FMS Case Manager Representatives for International Partners. The foreign military sales (FMS) case manager champions the financial and technical interests of their respective country's case. If an international purchaser's weapon system configuration is different from that of the U.S. configuration, the FMS case manager determines the impact of a proposed change with the assistance of the OPR subject matter expert (SME).

10. Foreign Military Sales (FMS) Requirements

a. When FMS requirements are involved in the acquisition project, system, CI modification or support of a project or specific CI managed by the OPR or competency, the OPR will ensure the program CMP or specific project CMP has an applicable FMS letter of offer and acceptance (LOA) which describes what CM processes will be implemented. CM acquisition requirements for the specific FMS defense articles that are different from the Department of the Navy (DON) (U.S. Navy, U.S. Marine Corps) requirements will be captured in the LOA and must be incorporated as an addendum to the OPR CMP. For detailed guidance on NAVAIR FMS CM

and ECP and CCB requirements please see the FMS, ECP and CCB sections of the NAVAIR SOP 4130.1.

(1) Note 1: CM ECP requirements are documented in the LOA for the project and the case manager is responsible for the execution of the CM ECP policy for their respective international purchaser.

(2) Note 2: LOA (cases) between a country or countries for an acquisition project or engineering change should be elevated to Navy International Program Office (NIPO) to pass on to the Defense Security Cooperation Agency (DSCA).

(3) Note 3: When required to successfully process the CCB action it may be necessary to have the Foreign Disclosure Office (AIR-7.4) review the CCB ECP, the CCB package or both for effectivity during the review process. In such cases the assigned case managers must coordinate with AIR-7.4 prior to the elevation of NAVAIRs MOA or memorandum of understanding (MOU) to NIPO and DSCA.

b. PM and IPTs, through their respective case manager(s), will be given ample opportunity to review and procure engineering changes having both DON (U.S. Navy, U.S. Marine Corps) and FMS application. However, FMS requirements, including funding, should not be allowed to delay the timely procurement and processing of DON (U.S. Navy, U.S. Marine Corps) requirements.

11. Airworthiness (AW)

a. The Office of the Secretary of Defense (OSD) and DoD components will establish and implement a means by which the configuration of the aircraft and air systems is managed over the life cycle of the aircraft and air system. For aircraft and air systems undergoing production or modification, each DoD Component will implement a means by which the production processes are evaluated and controlled such that each product meets the airworthiness requirements for the specific configuration.

b. AIR-4.0P is the NAVAIR process owner and authority for all worthiness evaluations. AIR-4.0P responsibilities for assisting the configuration manager and APME in managing flight clearance documentation for configuration changes to include but not be limited to the following:

(1) Will establish a technical authority designated to lead a robust engineering organization capable of independently assessing the airworthiness of aircraft and air system configurations and establishing airworthiness limitations for all air vehicles and aircraft systems owned, leased, operated, used, designed, or modified by that military department.

(2) Will document and issue the certification or assessment of airworthiness that captures the complete description of air vehicles and aircraft systems configuration, operating limitations, and other operating information necessary for safe operation of the air vehicles and aircraft systems within the scope of their OSD or DoD Component.

c. The assigned Configuration Manager will establish a process at the OPR or specific program office that ensures all airworthiness documentation is included in the ECP or CCB process. The assigned configuration manager will ensure that airworthiness requirements are captured in the OPRs CMP. The assigned configuration manager working in conjunction with AIR-4.0P must maintain document control of all flight clearances (FC) and interim flight clearances (IFC) which impact the configuration of the systems under their cognizance. The assigned configuration manager with assistance from and working in conjunction with the PSM, APML, or DAPML must ensure that FCs and IFCs that cause or result in a configuration change to a system must only be implemented by an approved NAVAIR TD via the established NAVAIR ECP, CCB and TD processes.

d. Note: If an IFC is released based on the approval and implementation of an Interim Technical Directive (ITD), all requirements for the release of the ITD must be met per NAVAIR Policy to ensure the stability of the systems configuration. ITD's occur in urgent situations where safety or operational readiness is a key factor. Interim change TD's may be issued without the requirement for a formal ECP. However, an interim TD does not replace the requirement for a formal ECP and TD.

(1) Note: The use of an interim TD must be authorized by the CCB chairperson, concurred with by all CCB voting members, and followed up within 180 days by a formal ECP. NAVAIR-00-25-300, appendix B, provides policy and procedures for the preparation and staffing of Interim TDs.

APPENDIX A
ACRONYMS

1. Configuration Management Manual Acronym List

ABL	allocated baseline
AFP	approval for full production
AIR-4.0	Assistant Commander of Research and Engineering
AIS	Automated Information System
ANSI	American National Standards Institute
APME	Assistant Program Manager for Engineering
APML	Assistant Program Manager for Logistics
ASD(NII)	Assistant Secretary of Defense for Networks and Information Integration
ASME	American Society of Mechanical Engineers
ASN(RD&A)	Assistant Secretary of the Navy (Research, Development & Acquisition)
ASQ	American Society for Quality
AT	anti-tamper
ATP	automatic test procedures
AV-3M	aviation maintenance material management
BFM	business financial manager
BOM	bill of materials
BUNO	bureau number
CAGE	commercial and government entity
CALS	continuous acquisition and life-cycle support
CAM	Configuration Change Board (CCB) Action Meeting
CBDS	configuration baseline standard
CCA	configuration control authority
CCB	configuration control board
CDCA	current document change authority
CDD	capabilities development document
CDR	critical design review
CDRL	contract data requirements lists
CI	configuration item
CIO	chief information officer
CKA	central kitting activity
CM	configuration management
CMA	configuration management assessment
CMP	configuration management plan
CMUP	configuration management umbrella plan
CNAF	Commander Naval Air Forces
CNAFRES	Commander Naval Air Forces Reserve

CNATRA	Commander of Naval Training
CND	computer network defense
COMSEC	communication security
COTS	commercial off-the-shelf
CSA	configuration status accounting
CSCI	computer software configuration item
CSI	critical safety Item
CSP	cybersecurity plan
CT	critical technology
CYBERSAFE	Cybersecurity Safety
DAA	designated approving authority
DAPML	deputy assistant program manager for logistics
DCCB	decentralized configuration control board
DCMA	Defense Contract Management Agency
DCSA	Defense Security Cooperation Agency
DECKPLATE	decision knowledge programming for logistics analysis and technical evaluation
DIACAP	DoD Information Assurance Certification and Accreditation Process
DID	data item description
DLA	Defense Logistics Agency
DM	data management
DoD	Department of Defense
DoDD	Department of Defense directive
DoDI	Department of Defense instruction
DPM	deputy program manager
DRRB	data requirements review board
DTM	directive-type memorandum
ECM	Enterprise change management
ECP	engineering change proposal
EIA	Electronics Industry Alliance
EMD	engineering and manufacturing development
F3I	form, fit, function and interface
FAA	Federal Aviation Administration
FBL	functional baseline
FC	flight clearance
FCA	functional configuration audit
FCD	functional configuration documentation
FET	functional evaluation testing
FMR	Financial Management Regulation
FMS	foreign military sales
FQT	formal qualification test

FST	fleet service team
GFE	government furnished equipment
GFP	government furnished property
GIG	global information grid
GOTS	government off-the-shelf
HRI	hazard risk index
IA	information assurance
IAVA	information assurance vulnerability alert
IAVB	information assurance vulnerability bulletins
IAVM	information assurance vulnerability management
IDD	interface design description
IDP	installation data package
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers
IFC	interim flight clearance
ILS	integrated logistics support
IMP	integrated master plan
IMS	integrated master schedule
IN	incorporated
INFOSEC	information security
IPT	integrated product team
IS	information system
ISO	International Organization for Standardization
ISP	information security program
ISSM	information systems security manager
ITD	Interim technical directive
J&A	justification and approval
KIN	kit identification number
KMS	knowledge management system
LECP	logistics engineering change proposal
LOA	letter of offer and acceptance
LRIP	low-rate initial production
MCCS	mission-critical computer software
MESM	mission essential sub-system matrix
MIL-STD	military standard
MOA	memorandum of agreement
MOU	memorandum of understanding
MSA	material solution analysis
NALDA	Naval aviation logistic data analysis
NAMP	Naval Aviation Maintenance Program
NATIP	Naval Aviation Technical Information Product

NATOPS	Naval Air Training and Operating Procedures Standardization
NAVAIR	Naval Air Systems Command
NAVICP	Naval Inventory Control Point
NAVSUP	Naval Supply Systems Command
NAWC	Naval Air Warfare Center
NAWCAD	Naval Air Warfare Center, Aircraft Divison
NAWCTSD	Naval Air Warfare Center, Training Systems Division
NAWCWD	Naval Air Warfare Center, Weapons Division
NCM	nonconforming material
NDI	non-development items
NINC	not-incorporated
NOMP	Naval Ordnance Management Policy
NOR	notice of revision
NR	non-recurring
NRE	non-recurring engineering
NSTISSP	National Security Telecommunications and Information Systems Security Policy
OEM	original equipment manufacturer
OFP	operational flight programs
OMB	Office of Management and Budget
OOMA	Optimized Organizational Maintenance Activities
OPR	office of primary responsibility
OT	operational testing
PBL	product baseline
PCA	physical configuration audit
PCD	product configuration documentation
PCO	procuring contracting officer
PDPM	principal deputy program manager
PECP	preliminary engineering change proposal
PEO	program executive office
PEO(A)	Program Executive Office, Air Antisubmarine Warfare, Assault and Special Mission Programs
PEO(T)	Program Executive Office, Tactical Aircraft Programs
PEO(U&W)	Program Executive Office, Unmanned Aviation and Strike Weapons
PET	product evaluation testing
PID	procurement initiation document
PIN	part identification number
PIT	platform information technology
PM	program manager
PMA	Program Manager, AIR
PMID	program manager's implementation directive

UAV	unmanned air vehicles
UID	unique identification
UII	unique item identifier
USA	United States Army
USAF	United States Air Force
USMC	United States Marine Corps
VDD	version description document
VE	value engineering
VECP	value engineering change proposal
WBS	work breakdown structure
WRA	weapon replacement assemblies
WUC	work unit code
XML	extensible markup language

2. Other Configuration Management Process Specific Acronyms

AAP	abbreviated acquisition program
ACAT	acquisition category
ACD	allocated configuration documentation
ACL	allowance component list
ACMP	Allied Configuration Management Publications
AEL	allowance equipage list
ALT	administrative lead time
AoA	Analysis of Alternatives
APB	acquisition program baseline
APEO E	Assistant Program Executive Officer Engineering
APEO L	Assistant Program Executive Officer Logistics
APEO T&E	Assistant Program Executive Officer Test/Evaluation
APL	allowance parts list
APMT&E	Assistant Program Manager for Test and Evaluation
ASR	alternative systems review
ASSIST	Acquisition Streamlining and Standardization Information System
BPOT	Business Process Overview Training
C4I	Command, Control, Communications, Computers, Intelligence
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
CAD	computer-aided design
CAM	computer-aided manufacturing
CARD	Cost Analysis Requirements Description
CAS	contract administration service
CBA	capabilities based assessment
CCM	cybersecurity configuration management

POC	point of contact
Pre-PBLC	pre-product baseline change
PSA	product support analysis
PSCN	proposed specification change notice
PSM	product support manager
RAMEC	rapid action minor engineering change
RFA	request for action
RFD	request for deviation
RFP	request for proposal
RFV	request for variance
RFW	request for waivers
RGFP	requisitioned government furnished property
RSS	Red Safety Stamp
S/D	source data
SCM	software configuration management
SCN	specification change notice
SDL	Software Development Library
SE	support equipment
SEP	system engineering plan
SETR	system engineering technical review
SFR	system functional review
SGFP	scheduled government furnished property
SoS	system-of-systems
SOP	standard operating procedure
SOW	statement of work
SPR	supplemental procurement request
SRA	shop replaceable assemblies
SSA	software support activity
SVDD	software version description document
SVR	system verification review
SYSCOM	systems command
T/M/S	type/model/series
TAE	technical area experts
TD	technical directive
TDP	technical data package
TDRS	technical directive recording system
TEC	type equipment code
TRR	test readiness review
TSD	training systems division
TYCOM	type commander
U.S.C.	United States Code

CMIS	Configuration Management Information System
CMMI	capability maturity model integration
COMOPTEVFOR	Commander, Operations Test and Evaluation Force
CONOPS	concept of operations
CPD	capability production document
CSD	computer software documentation
CTE	critical technology element
DISR	Defense Information Technology Standards Registry
DoDAF	Department of Defense Architecture Framework
DOTMLPF	Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, and Facilities
DT	developmental testing
DTN	document tracking number
EDRAP	engineering data requirements agreement plan
EPROM	erasable programmable read only memory
ERB	executive review board
ERR	engineering release record
ESOH	environmental, safety, and occupational health
EV	earned value
EVM	earned value management
FMECA	failure modes, effects, and criticality analysis
FOB	follow on buy
FOT&E	follow on operational test and evaluation
FRP	full rate production
FRR	flight readiness review
FYDP	fiscal year defense plan
FYDP	future years defense program
HCI	hardware configuration item
HQ	headquarters
HSI	human systems integration
IAS	information assurance strategy
IBR	integrated baseline review
ICD	initial capabilities document
ICD	interface control document
ICE	independent cost estimate
IDE	integrated data environment or integrated digital environment
ILA	independent logistics assessment
ILSMT	Integrated Logistics Support Management Team
IOT&E	initial operational test and evaluation
IPB	illustrated parts breakdown
IPRR	incremental production readiness review

IRR	integration readiness review
IRS	interface requirement specification
ISR	in-service review
ISRB	in-service review board
ITR	initial technical review
JCD	joint capabilities document
JROC	Joint Requirements Oversight Council
JSSG	Joint Service Specification Guide
KITMIS	kit management inventory system
KPP	key performance parameter
KSA	key system attribute
LCC	life cycle cost
LCL	life cycle logistics
LCSP	life cycle sustainment plan
LEM	logistic element manager
LSA	logistics support analysis
LSP	logistics support plan
M&S	modeling and simulation
MCOTEA	Marine Corps operational test and evaluation activity
MCTL	military critical technologies list
MDA	milestone decision authority
MDAP	major defense acquisition program
MIP	maintenance index pages
MODMIS	Modification Management Information System
MOE	measure of effectiveness
MOP	measure of performance
MRA	manufacturing readiness assessment
MRC	Maintenance Requirement Cards
MRL	manufacturing readiness level
MS	milestone
MTBF	mean time before failure
MTCR	missile technology control regime
NAMDRP	Naval Aviation Maintenance Discrepancy Reporting Program
NAST	Naval Aviation Systems Team
NAVRIIP	Naval Aviation Readiness Integrated Improvement Program
NLT	not later than
NSERC	Naval Systems Engineering Resource Center
NSN	national stock number
O&M	operations and maintenance
OAG	Operational Advisory Group
OPEVAL	operational evaluation

OPSEC	operational security
OT&E	operational test and evaluation
OTA	Operational Test Agency
OTRR	operational test readiness review
OV	operational view
PAO	Public Affairs Office
P-BL	performance-based logistics
PBLI	product baseline index
PDF	portable document format
PDR	preliminary design review
PESHA	Public Employees Safety and Health Act
PMB	performance management baseline
PMS	planned maintenance system
PPIP	program protection implementation plan
PPP	program protection plan
PPSL	program parts selection list
PRR	production readiness review
QA	quality assurance
R&M	reliability and maintainability
RBT	role based training
RCM	reliability centered maintenance
RFI	request for information
RFM	requiring financial managers
RMP	risk management plan
ROM	read only memory
RVTM	requirements verification traceability matrix
SCG	Security Classification Guide
SDD	software design description
SDD	system design and development
SDP	software development plan
SDS	system design specification
SEDIC	Systems Engineering Development and Implementation Center
SEMP	systems engineering management plan
SEP	systems engineering plan
SIL	System Integration Laboratory
SIRD	software interface requirement description
SOO	statement of objectives
SPRPM	supplemental procurement request/program managers
SPS	software product specification
SPS	system performance specification
SQT	system qualification test

SRD	software requirements description
SRR	system requirements review
SRS	system requirements specification
SSR	software specification review
STD	standard
STP	software test plan
STR	software trouble report
SV	system verification
SWCI	software configuration item
SwRS	software requirements specification
TDSA	technical directive status accounting
TEMP	test and evaluation master plan
TES	test and evaluation strategy
TIM	technical interchange meeting
TOC	total ownership cost
TPM	technical performance measurement
TRA	technology readiness assessment
TRB	Technical Review Board
TRB	Technology Readiness Board
TRL	technology readiness level
USD/AT&L	Under Secretary of Defense (Acquisition, Technology and Logistics)
V&V	verification and validation
WSESRB	Weapon System Explosives Safety Review Board
WSI	weapons systems integration