



CHARTER FOR THE FOURTH ESTATE MANPOWER TRACKING SYSTEM CHANGE CONTROL BOARD

1. PURPOSE

This charter establishes the authority, composition, functions, and responsibilities of the Fourth Estate Manpower Tracking System (FMTS) Change Control Board (CCB). The Charter implements the CCB requirements identified in the FMTS Change Management Plan.

Approval authority for the Charter is the Director, Defense Human Resources Activity (DHRA), as the Chairperson of the Fourth Estate Manpower Initiative Executive Council, which provides oversight of FMTS. Personnel & Readiness Information Management (P&R IM), as the Program Management Office (PMO) for FMTS, is responsible for the preparation, implementation and maintenance of this Charter.

2. SCOPE

The PMO oversees the lifecycle management of FMTS. This includes proposing, reviewing, and prioritizing changes to the manpower and workforce modules of FMTS. Proposed changes will be reviewed in terms of their effect on the enterprise application, performance, functionality, cost, and impact to the FMTS user community. The FMTS CCB is the primary authority for the approval or disapproval of all proposed changes. The FMTS CCB will function throughout the lifecycle of FMTS or at the discretion of the Chairperson of the Fourth Estate Manpower Initiative Executive Council.

3. MEMBERSHIP

The FMTS CCB consists of the following voting members:

- CCB Chairperson: FMTS Program Manager
- Joint Staff J-1 Manpower and Personnel (Represents the COCOMS)
- Total Force Planning and Requirements (TFP&RQ)
- Office of the Director Administration and Management (ODA&M)
- Defense Civilian Personnel Advisory Service (DCPAS)

The Associate Members listed below represent other OSD or Joint organizations with an interest in FMTS. They are permitted to participate in the FMTS CCB discussions but cannot vote. Additional Associate Members may be identified at the discretion of the Chairperson. The FMTS Support Team Project Manager will serve as the technical advisor to the Chairperson.

- Joint Staff J-8 Force Structure, Resources, and Assessment Directorate (Joint Staff J-8)
- Defense Manpower Data Center (DMDC)
- Authorized User Agency Representatives

4. ROLES AND RESPONSIBILITIES

The FMTS CCB shall:

- Promote a cooperative environment for making change management (CM) decisions regarding the modification of the FMTS enterprise application.
- Review each CR with regard to its ability to support the business needs of all stakeholders.
- Discuss the prioritized list of CRs provided by the CCB Chairperson
- Provide recommendation to approve, disapprove, defer, or request further analysis of the CR
- Consider the business enterprise applicability for all of the supported users and the effects on the enterprise application.
- Examine the costs and benefits data for feasibility of the recommended change.
- Ensure that security features are not compromised or circumvented when approving changes to FMTS software, hardware, and supporting infrastructure.

4.1 CHANGE CONTROL BOARD CHAIRPERSON

The FMTS Program Manager is designated as the FMTS CCB Chairperson. In the absence of the Chairperson, the Deputy FMTS Program Manager will serve as Chairperson and will have full authority to conduct CCB functions. The Chairperson is responsible for conducting the CCB, ensuring adherence to disciplined change management procedures, and ensuring that CCB decisions are timely and based upon current factual data. The Chairperson is responsible for:

- Presiding over the CCB.
- Convening CCB meetings.
- Work with the Joint Staff J-1's Change Control Board (CCB) member to prioritize the list of proposed changes that affect the manpower and workforce modules of FMTS.
- Approving proposed agenda items for CCB meetings and inviting guest participants as needed, depending on the nature of the agenda items to be discussed. The Chairperson may use these guest participants to assist the CCB in evaluating and resolving highly complex technical and/or functional issues.
- Voting on CRs that are within the approval authority of the CCB.
- Monitoring compliance with mandates of the FMTS CCB.
- Approving the CCB summary and action items submitted by the Secretary for distribution to all CCB members.
- Maintaining FMTS program certifications and accreditations.
- Implementing a Change Management Plan (CMP)
- Informing the members of the FMTS Working Group of the CRs being submitted to the CCB
- Reporting activity of the CCB to the FMTS Executive Council
- Appointing the CCB Secretary.

4.2 CHANGE CONTROL BOARD SECRETARY

The CCB Secretary is responsible for:

- Soliciting issues for discussion at the CCB meeting
- Receiving CRs that should come before the CCB for consideration.
- Publishing and distributing a CCB meeting schedule and agenda to CCB Members and guest participants, normally five days in advance of a meeting.
- Distributing CRs to CCB members for their review and advance coordination, as appropriate, prior to CCB meetings.
- Polling the Chairperson and Voting Members for decisions on voting issues.
- Recording notes of each CCB meeting in a meeting summary, obtaining the Chairperson's concurrence and distributing the summary.
- Maintaining a current list of CCB Members and publishing an updated list at least semi-annually.
- Maintaining the status of CCB assigned actions until they are completed by designated CCB Members or associated organizations and maintaining history of completed actions.
- Coordinating approval for guest participation in a CCB meeting. Guest participants may include representatives from current or future user groups and other interested parties, as deemed appropriate by the CCB Chairperson.

4.3 CHANGE CONTROL BOARD VOTING MEMBERS

Voting Members must represent the interests of all FMTS stakeholders. In the absence of a primary Voting Member, a designated alternate from that organization must be present and will have the same authority as the primary member being replaced. The CCB Secretary must be formally notified if an alternate is designated for a specific meeting. Voting Members are responsible for:

- Acting as the focal point within their organizations to ensure that change proposals and agenda items are fully coordinated and that all concerns, questions, or problems are addressed. The Joint Staff J-1 will represent the COCOMS.
- Providing supporting documentation necessary to support the position taken.
- Providing the CCB Secretary with copies of items to be presented at the CCB, prior to the meeting.
- Attending each CCB meeting, or arranging for their alternate Voting Member to attend, and addressing the proposed changes and issues on the agenda.
- Voting on CRs that are within the approval authority of the CCB.
- Ensuring that action items assigned by the Chairperson are completed by the designated suspense date.

4.4 CHANGE CONTROL BOARD ASSOCIATE MEMBERS

Associate Members to include stakeholder may routinely participate in CCB meetings during the presentation and discussion of CRs. However, Associate Members are not authorized to vote on CCB decision items.

4.4.1 FMTS Support Team Project Manager

The FMTS Support Team Project Manager is responsible for the technical management and production support of FMTS. He/she will routinely participate in the CCB as a technical advisor with the following special responsibilities:

- Advise on technical changes under consideration and in planning.
- Report on application version planning or release management (i.e., how and which approved changes are being packaged into application releases).

5. CHANGE CONTROL BOARD PROCESS

Change control ensures that all CRs follow an orderly process for evaluating and implementing changes so that traceability and accountability are supported. Change control is exercised on the requirements after establishment of each baseline. A recommended CR must be approved before it is implemented.

The CCB will perform the following activities:

- Evaluate each CR
- Review analysis and recommendations for the CR
- Review prioritization, cost, and risk analysis, as required
- Vote on the CR (Approve/Disapprove/Defer/Request further analysis)
- Schedule CR for issue resolution if consensus is not reached
- Assign and review action items

5.1 DISPOSITION OF CHANGE REQUESTS

CRs will be decided on at the CCB by consensus of the CCB Voting Membership. If consensus is not reached, the CR will be elevated to the Chairperson of the FMTS Executive Council. The Secretary will document all CCB decisions and disputes in the meeting summary. Results of the CCB will be summarized and provided to the membership.

5.2 CHANGE CONTROL BOARD MEETINGS

Normally, scheduled meetings will be conducted with members and guest participants attending in person, when feasible. However, as an alternative, the Chairperson may elect to conduct meetings electronically, via video teleconferencing or other means that are available. This alternative is most likely to be used when rapid action on emergent issues is required.

5.2.1 PREPARING FOR THE CCB MEETING

The CCB Recording Secretary will distribute CR reports to the CCB Membership a minimum of 5 to 7 days before the scheduled meeting date. No new items will be added to the Agenda once the read-ahead material has been distributed.

5.2.2 CONDUCTING THE CCB MEETING

CCB meeting activities include:

- Reviewing new CRs, and/or deferred CRs.
- Approving, disapproving, deferring, or requesting further analysis of CRs.
- Discussing the prioritization of approved CRs.
- Summarizing the disposition of each CR.
- Discussing other pertinent issues, as approved by the CCB Chair.
- Reviewing status of action items.
- Assigning new action items.
- Recording CCB meeting activities.
 - Action items will be created for any deferred CRs. A responsible individual/group and planned completion date will be assigned.

5.2.3 POST CCB MEETING

The Secretary will obtain approval of the meeting summary from the Chairperson and will forward the completed summary for distribution to the CCB distribution list. In addition, the Secretary will ensure all stakeholders are notified of all approved changes to FMTS. The Secretary will coordinate with the FMTS Project Manager to update the CR database with the dispositions of the change requests from the CCB meeting summary. After the CCB meeting summary is distributed and the CR database is updated, the FMTS Project Manager will ensure that each approved change to FMTS is implemented.


Sharon H. Cooper
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Date