DEPARTMENT OF DEFENSE
Defense Contract Management Agency

IMMEDIATE POLICY CHANGE

Configuration Change Management

Engineering and Analysis Directorate	**DCMA-INST 217 (IPC-1)**
OPR: DCMA-EA	**August 12, 2015**

1. POLICY. This Immediate Policy Change (IPC) implements changes to DCMA-INST 217, "Configuration Change Management," November 28, 2012.

2. PURPOSE. This IPC removes procedures addressing how policy requirements can be waived through a risk based approach, establishes a joint documentation log of Engineering Change Proposals (ECPs) and Request For Variance (RFVs), and provides general updates to dated material.

3. APPLICABILITY. This IPC applies to all DCMA activities performing the ECP Configuration Change Management process.

4. NEW GUIDANCE.

a. Update the content of the Table of Contents page as follows:

CHAPTER 4 - ~~CONFIGURATION STATUS ACCOUNTING (CSA)~~ *ECP/RFV TRACKING LOG*

4.3. ~~Configuration Status Accounting (CSA) Mandatory~~ *ECP/RFV Tracking Log Required* Fields………18.

Delete Table 2. and Figure 3. in their entirety.

b. Update the following references on the Reference page as follows:

(d) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," ~~September 27, 2000~~ *January 10, 2013*

(e) DCMA-INST 710, "Managers' Internal Control Program," ~~September 12, 2011~~ *April 21, 2014*

(f) TechAmerica Engineering Standard and Publication, ~~ANSI/EIA~~ *SAE EIA*-649-B "Configuration Management Standard," June 17, 2011

(i) DCMA-INST 501, "Policy *Publications* Program," ~~May 25, 2012~~ *October 1, 2013*

(j) DCMA-INST 207, "~~Systems~~ Engineering Surveillance," ~~September 21, 2012~~ *December 8, 2014*

(l) DCMA-INST 1201, "Corrective Action Request," ~~March 2009~~ *December 4, 2012*
(n) DCMA-INST 1207, "Effective Control of Nonconforming Material," July 2, 2015

c. Change Instruction text to state "ECP/RFV Tracking Log " vice "Configuration Status Accounting (CSA) Log" throughout the Instruction exactly like or typical to:

2.3.1.8.   Confirm that the ~~CSA log~~ *ECP/RFV Tracking Log* is created and maintained by the DCMA Engineer in accordance with Chapter 4, ~~Configuration Status Accounting~~ *ECP/RFV Tracking Log*, and assess the ~~CSA~~ *ECP/RFV Tracking Log* contents   semiannually for accuracy and completeness.   Confirm that ~~CSA log~~ *the ECP/RFV Tracking Log* records are maintained in accordance with the DCMA-INST 809, "Records Management" (Reference (h).

d. Change Instruction text to state "required" vice "mandatory" throughout the Instruction exactly like or typical to:

4.3.2. The location, format, and placement of these ~~mandatory~~ *required* CCM fields within the developed ~~CSA log~~ *ECP/RFV Tracking Log* are flexible.

e. Change Figures 1 and 2 text to delete "SE" and add "Engineering" exactly like or typical to:

DCMA ENGINEER PLANS CM SYSTEM SURVEILLANCE IAW THE DCMA ~~SE~~ *ENGINEERING* SURVEILLANCE POLICY TO CORRECT CCM DEFICIENCIES

f. Delete "Systems" in the phrase "Systems Engineering" throughout the Instruction exactly like or typical to:

A ~~CSA log~~ *ECP/RFV Tracking Log* can identify CCM trends for adjusting DCMA ~~Systems~~ Engineering Surveillance Plans in accordance with DCMA-INST 207 (Reference (j)).

g. Change Instruction text to state "Engineering Contract Receipt and Review" vice "Contract Receipt and Systems Engineering Review" throughout the Instruction exactly like or typical to:

The *Engineering* Contract Receipt and ~~Systems Engineering~~ Review process is used to determine that authority under the terms of a contract.

h. Update Figure 1 (page 1 of 2) as follows:

Add: Control Key No. *1A*.

• VERIFIES, AND *IAW CMO LOCAL PROCEDURES,* VALIDATES CCM DOCUMENT (APPENDIX C)

i. Update Figure 1 (page 2 of 2) as follows:

Rename the second Control Key No. 1 label to Control Key No. *1A*.

Availability of DCMA Engineer for the CCM process ~~(Paragraphs 2.2.2.1 and 2.2.2.2)~~.

CCM document evaluated incorrectly*, or not validated,* could cause an impact to product cost, schedule, or performance. *NOTE: ECP validation is accomplished as required by local CMO procedures.*

j. Delete paragraphs 2.2.2., 2.2.2.1., and 2.2.2.2. in their entirety.

k. Change paragraph 2.3.1.2. to read:

2.3.1.2. Confirm that ~~the delegation of CCM responsibility is~~ CCM delegations *are* in accordance with ~~paragraph 2.2.2~~ *DCMA-INST 316, "Delegate Surveillance" (Reference (g))*.

l. Delete paragraph 2.3.1.4. in its entirety.

Change paragraph 2.4.3. to read:

2.4.3. The DCMA Engineer may be required to obtain Data Access Control to the GPO's or the Contractor's ~~CSA~~ *Configuration Status Accounting (CSA)* digital data system to access and retrieve electronic ECP documents and to perform the prescribed ECP document dispositions identified in Table 1 and Chapter 3, Procedures. See MIL-HDBK-61A, paragraphs 6.2.1.2.a, "Automated Processing of ECPs;" 7.2, "CSA Concepts and Principles;" and 9.2.6, "Digital Access Control," that discuss CCM document controls through automation (Reference (k)).

m. Delete paragraph 3.2.3. in its entirety.

n. Change paragraph 3.2.4. to read:

3.2.4. DCMA Engineers shall perform all CCM document verification and validation procedures in accordance with Appendix C. All CCM documents reviewed by DCMA Engineers will be verified in accordance with the Pre-Inspection Verification procedures of Appendix C, paragraph C3. The validation of CCM documents will be in accordance with the Post-Inspection ECP Validation procedures of Appendix C~~,~~ *(*paragraph C4*)*, ~~and will be risk-based~~ *as required by CMO local procedures,* and planned in accordance with DCMA-INST 207 (Reference (j)). This ~~risk-based~~ Post-Inspection ECP Validation will also apply if the Contractor is assigned as CCA for ECP documents, as identified in Chapter 2, paragraph 2.4.1.2.

o. Change paragraph 3.2.9. to read:

3.2.9. DCMA supervisor/team leaders and DCMA Engineers shall adhere to all Contractor Safety Regulations and to the DCMA-INST 611, "Safety and Occupational Health Program" (Reference (m)) when performing all CCM document Chapter 3 Procedures, and Appendix C verification and validation procedures, *paragraph 3.2.4.*

p. Change paragraph 3.3.4. to read:

3.3.4. If the DCMA Engineer determines the Class I VECP is incorrect based on VECP evaluation, the Appendix B checklist, or Appendix C verification and validation *(paragraph 3.2.4.)*, the DCMA Engineer shall return the VECP to the Contractor for correction or cancellation and prepare a CAR, as appropriate, in accordance with paragraph 3.2.5.

q. Change paragraph 3.4.3. to read:

3.4.3. If the DCMA Engineer determines the Class I VECP is incorrect based on VECP evaluation, the Appendix B checklist, or Appendix C verification and validation *(paragraph 3.2.4.)*, the DCMA Engineer shall return the VECP to the Contractor for correction or cancellation and prepare a ~~CIO~~ *CAR*, as appropriate, in accordance with paragraph 3.2.5.

r. Delete paragraph 3.5.3. in its entirety.

s. Change paragraph 3.5.5. to read:

3.5.5. If the DCMA Engineer determines the Class I VECP is incorrect based on VECP evaluation, the Appendix B checklist, or Appendix C verification and validation *(paragraph 3.2.4.)*, the DCMA Engineer shall return the VECP to the Contractor for correction or cancellation and prepare a CAR, as appropriate, in accordance with paragraph 3.2.5.

t. Change Chapter 4. to read:

CHAPTER 4
~~CONFIGURATION STATUS ACCOUNTING (CSA)~~ *ECP/RFV TRACKING LOG*

u. Change paragraph 4.1.1. to read:

4.1.1. This chapter details the ~~CSA log~~ *ECP/RFV Tracking Log*. The log purpose is to provide a statistical knowledge base of stored metadata of DCMA Engineering CCM and CCA activities. (See MIL-HDBK-61A, section 7, "Configuration Status Accounting" (Reference (k)).). *Configuration Status Accounting (CSA) is the CM process requirement that requires all CM activities, including CCM documents, be documented or logged.*

v. Change paragraph 4.3. to read:

4.3. ~~CONFIGURATION STATUS ACCOUNTING (CSA)~~ ~~MANDATORY~~ *ECP/RFV TRACKING LOG REQUIRED* FIELDS.

w. Change paragraph 4.3.1. to read:

4.3.1. The ~~CSA log~~ *ECP/RFV Tracking Log* shall contain the ~~mandatory~~ CCM ~~document~~ fields identified in ~~Table 2,~~ *the* "Configuration Status Accounting Mandatory Fields"

~~Descriptions~~ *DCMA-INST 1207, "Effective Control of Nonconforming Material" (Reference (n)), Table 1 "ECP/RFV Tracking Log Minimum Required Fields.*

x. Change paragraph 4.3.2. to read:

4.3.2. The 2.4.3, format, and placement of these ~~mandatory~~ *required* CCM fields within the ~~DCMA Engineer~~ developed ~~CSA log~~ **ECP/RFV Tracking Log** are flexible. ~~A sample of mandatory Table 2 fields is shown in Figure 3.~~ *A sample of the ECP/RFV Tracking Log with the required field's for an ECP are shown in the "ECP/RFV Tracking Log Example" document located on the policy resource page. Refer to DCMA-INST 1207, "Effective Control of Nonconforming Material" (Reference (n)) for a similar example using RFVs.*

y. Change paragraph 4.3.3. to read:

4.3.3. DCMA Engineers will fill out ~~Table 2 CSA log mandatory field columns A through I and column N, for each CCM document.~~ *DCMA-INST 1207, "Effective Control of Nonconforming Material" (Reference (n)), Table 1, "ECP/RFV Tracking Log Minimum Required Fields" required field rows A through M, and row T* for each CCM document. (See the ~~Figure 3 example, rows 1 and 2~~ *"ECP/RFV Tracking Log Example"*.)

z. Delete paragraphs 4.3.4., 4.3.4.1. and 4.3.4.2.

aa. Delete Table 2 in its entirety and state its relocation as follows:
~~Table 2. Configuration Status Accounting Mandatory Field Descriptions~~

(Table 2 contents relocated to DCMA-INST 1207, "Effective Control of Nonconforming Material" (Reference (n)), Table 1 "ECP/RFV Tracking Log Minimum Required Fields")

ab. Delete Figure 3 in its entirety and state its relocation as follows:
~~Figure 3. Configuration Status Accounting Sample~~

(Figure 3 contents relocated to the policy resource page in the file named "ECP/RFV Tracking Log Example")

ac. Add the following Glossary – Definitions:

ECP/RFV Tracking Log. See DCMA-INST 1207, "Effective Control of Nonconforming Material" (Reference (n)) for a general description and establishment of the ECP/RFV Tracking Log.

Request For Variance (RFV). See DCMA-INST 1207, "Effective Control of Nonconforming Material" (Reference (n)) for a general description of RFV.

ad. Delete the following Glossary – Definitions:

~~Configuration Status Accounting (CSA). he configuration management activity concerning capture and storage of, and access to, configuration information needed to manage products and product information effectively.~~

ae. Add the following to Glossary – Acronyms:
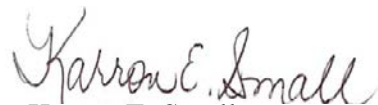
*RFV   Request For Varianc*e

af. Delete the following from Glossary – Acronyms:

~~CIO   Continuous Improvement Opportunities~~
~~SE   Systems Engineering~~

5. RELEASABILITY – UNLIMITED.   This IPC is approved for public release.

6. EFFECTIVE DATE. This IPC is effective immediately and shall remain in effect until the policy is rescinded, superseded, or incorporated in a DCMA policy.

Karron E. Small
Executive Director, Engineering
  and Analysis

DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Configuration Change Management

Engineering and Analysis Directorate **DCMA-INST 217**
OPR: DCMA-EA **November 28, 2012**
Validated Current, January 6, 2014

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1. PURPOSE. This Instruction:

   a. Establishes policy for DCMA Engineers to evaluate Engineering Change Proposals (ECP) and Value Engineering Change Proposals (VECP) as identified by Federal Acquisition Regulation (FAR) 42.302(a), Paragraphs (46) and (49) (Reference (a)); FAR 52.248-1 (Reference (b)); and FAR 48.1 (Reference (c)), and in accordance with DoD Directive 5105.64 (Reference (d)).

   b. Assigns roles and responsibilities, and outlines procedures for performing ECP and VECP Configuration Change Management (CCM) activities within DCMA. This includes a formal mechanism to receive, review, verify, validate, and log activities pertaining to CCM documents.

2. APPLICABILITY. This Instruction applies to all DCMA Engineers involved in CCM process surveillance for ECPs and VECPs and to all contracts that contain engineering requirements that delegate engineering surveillance requirements.

3. MANAGERS' INTERNAL CONTROL PROGRAM. In accordance with the DCMA Instruction (DCMA-INST) 710, "Managers' Internal Control Program" (Reference (e)), this Instruction is subject to evaluation and testing. The process flowchart is located at Figure 1.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. PLAS CODES. 062 - Configuration Management.

6. POLICY RESOURCE WEB PAGE. **https://home.dcma.mil/policy/217r**

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective immediately.

Karron E. Small
Executive Director
Engineering and Analysis

TABLE OF CONTENTS

REFERENCES

(a) FAR 42.302(a), Paragraphs (46) and (49), "Contract Administration Functions"
(b) FAR 52.248-1, "Value Engineering Provisions and Clauses"
(c) FAR 48.1, "Value Engineering"
(d) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," September 27, 2000
(e) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
(f) TechAmerica Engineering Standard and Publication, ANSI/EIA-649-B "Configuration Management Standard," June 17, 2011
(g) DCMA-INST 316, "Delegate Surveillance," September 2010
(h) DCMA-INST 809, "Records Management," May 2011
(i) DCMA-INST 501, "Policy Program," May 25, 2012
(j) DCMA-INST 207, "Systems Engineering Surveillance," September 21, 2012
(k) MIL-HDBK-61A, "Configuration Management Guidance," February 7, 2001
(l) DCMA-INST 1201, "Corrective Action Request," March 2009
(m) DCMA-INST 611, "Safety and Occupational Health Program, " September 2004

CHAPTER 1

POLICY

1.1.   OVERVIEW. It is DCMA policy that DCMA Engineers use this Instruction during evaluation and disposition of ECPs and VECPs. DCMA derives authority to perform these functions through the FAR 42.302(a)(46) and (49) (Reference (a)). The Contract Receipt and Systems Engineering Review process is used to determine that authority under the terms of a contract.

1.2.   CONFIGURATION CHANGE MANAGEMENT (CCM) PROCESS.

1.2.1. CCM is a recognized Configuration Management (CM) process that verifies changes to Configuration Documentation (CD) supporting approved Configuration Items (CI). CCM functions provide configuration control, allowing the appropriate latitude to optimize product CI design and development while managing and controlling proposed configuration changes. CCM controls life cycle costs and enhances operational readiness, supportability, interchangeability, and interoperability.

1.2.2. The CCM process includes both Government and Industry efforts. TechAmerica Engineering Standard and Publication, paragraph 5.3, "Configuration Change Management," (Reference (f)) defines the CCM process as:

1.2.2.1. Identifying and proposing a need for a product change.

1.2.2.2. Defining and documenting the proposed change.

1.2.2.3. Establishing management boards or individuals to control proposed changes.

1.2.2.4. Evaluating the proposed change and coordinating it through the disposition cycle.

1.2.2.5. Incorporating the approved change into CI supporting CD.

1.2.2.6. Implementing the approved design or production change in the CI.

1.2.2.7. Verifying and validating the authorized product CI and CD changes.

1.2.2.8. Documenting the change in a Configuration Status Accounting (CSA) log.

1.2.2.9. Implementing the approved design or production change in the CI as planned.

1.2.3. CCM is an acquisition life-cycle based activity. CCM begins when the first product configuration baseline is approved and continues until disposal. If product CI changes are done in an uncontrolled manner, the product and its configuration definition information (configuration baseline) can easily become unmatched and unsynchronized, causing numerous circumstances that decrease weapon system operational effectiveness and add cost to correct.

1.2.4. For this Instruction, Appendixes A, B, and C are located on the Resource Page.

- Appendix A, Configuration Change Management Concepts, Principles, and Guidance, defines principles and guidelines for each specific CCM document type.
- Appendix B, Configuration Change Management Document Checklist, provides a checklist to assist in evaluating the proposed engineering changes, their classification, and coordination through the approval or disapproval disposition decision cycle.
- Apendix C, Configuration Change Management Verification and Validation Procedures, provides CCM verification and validation procedures necessary to confirm that authorized changes have been incorporated properly into CDs and CIs.

1.2.5. Figure 1 provides the overall CCM documentation execution process.

Figure 1. Configuration Change Management Process (page 1 of 2)
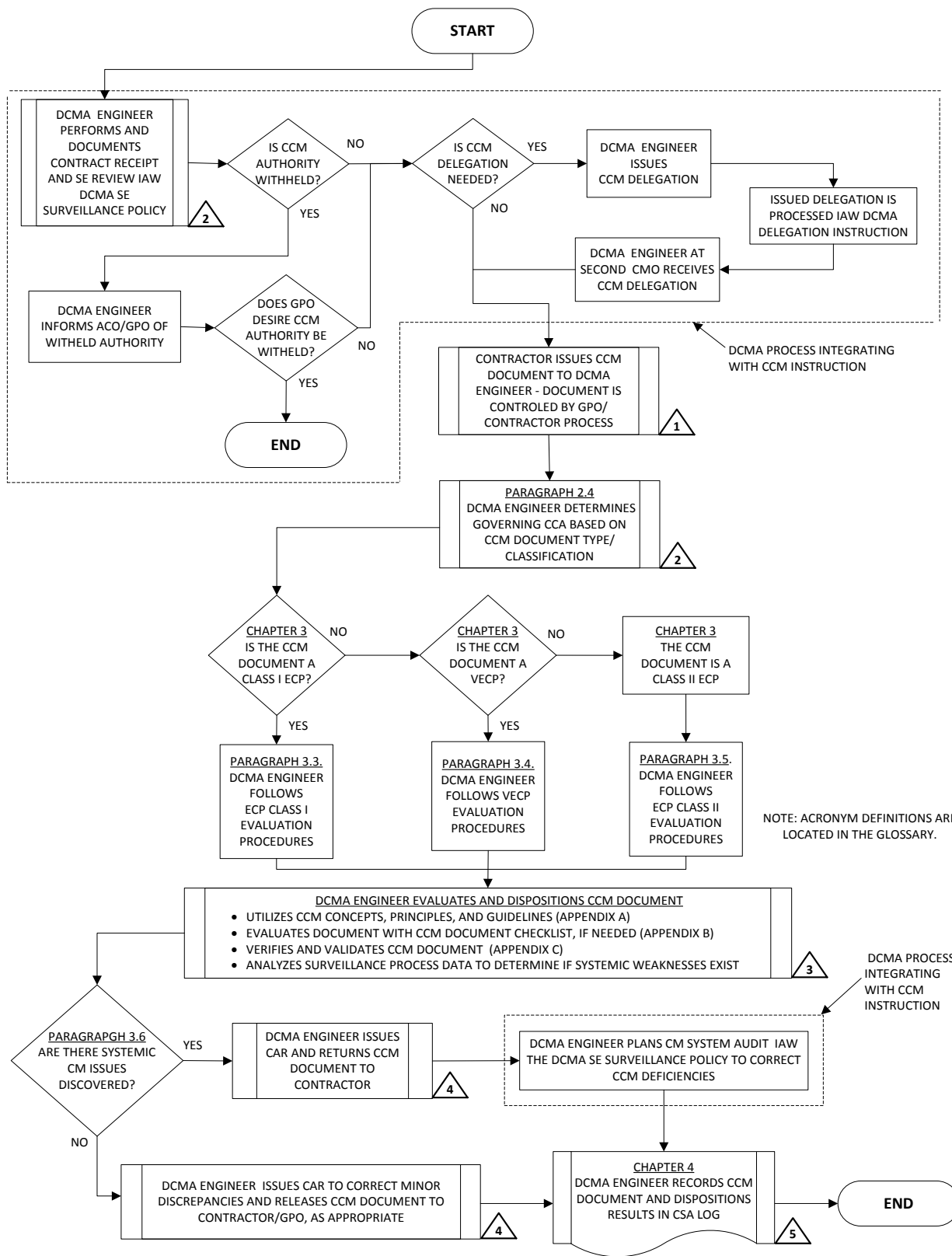
Figure 1. Configuration Change Management Process (page 2 of 2)
(Key Controls)

Control Key No.	Functional Area (Paragraph)	Risk/Vulnerability	Possible Key Controls
⚠1	Role of DCMA Engineer required for the CCM Process (Paragraph 2.2.1).	1. Unauthorized individual is selected to perform CCM process. 2. Unauthorized program changes accomplished, impacting product cost, schedule, or performance.	1. Supervisor review and verification (Paragraph 2.3.1.1). 2. DCMA CCM policy clearly defines roles. Specific DCMA Engineering job series identified (Paragraph 2.2.1).
⚠1	Availability of DCMA Engineer for the CCM process (Paragraphs 2.2.2.1 and 2.2.2.2)	1. CCM document does not get evaluated. 2. Unauthorized individual is selected to evaluate CCM document.	1. Clearly documented DCMA mission policies and procedures readily available and approved. 2. Supervisor review and verification (Paragraph 2.3.1.2). 3. DCMA CCM policy clearly defines SPRDE-SE Certification required (Table 1).
⚠2	Configuration Change Authority (Paragraph 2.4).	Unauthorized dispositions of CCM documents, causing impact to product cost, schedule, or performance.	1. DCMA CCM policy clearly identifies proper documents and specifies required authority. 2. Clearly documented DCMA mission policies with procedures readily available and approved. 3. High degree of automation in CCM process with system logon procedures.
⚠3	CCM document disposition process (Chapter 3).	CCM document evaluated incorrectly could cause an impact to product cost, schedule, or performance.	1. DCMA CCM Policy clearly identifies and documents evaluation procedures for each type of CCM document. 2. Clearly documented DCMA mission policies and procedures readily available and approved

Control Key No.	Functional Area (Paragraph)	Risk/Vulnerability	Possible Key Controls
			(surveillance planning and auditing). 3. External References identified detailing disposition procedures. 4. Supervisor review and verification (Paragraphs 2.3.1.4 - 2.3.1.8). 5. Contract Management Office (CMO) development of SOP's tailoring CCM process (Paragraph 2.3.1.9). 6. Configuration Status Accounting log procedures and process (Chapter 4). 7. Government Program Office consultation encouraged. 8. High degree of automation in CCM process with system logon procedures.
△4	CCM and Configuration Management (CM) Process Issues (Paragraph 3.6).	Systemic CM Issues prevent the proper evaluation of CCM documents.	Clearly documented DCMA mission policies and procedures readily available and approved (System Engineering Surveillance Policy (Reference (j)).
△5	Configuration Status Accounting (CSA) log (Chapter 4).	No common DCMA data product recording of workload, data management reporting, or continuous improvement of the process.	DCMA CCM Policy clearly identifies and documents log providing a sample of actual CSA log and mandatory log fields for CMO common data product.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1.   OVERVIEW. This Chapter defines the roles and responsibilities of individuals primarily responsible for the execution of the CCM process within DCMA Contract Management Offices (CMO). DCMA Engineers accomplish these duties as required by FAR 42.302(a), Paragraphs (46) and (49) (Reference (a)); FAR 52.248-1 (Reference (b)); and FAR 48.1 (Reference (c)).

2.2.   DCMA ENGINEER.

2.2.1. The DCMA Engineer has an occupational job series of General Schedule-08xx (GS-08xx) and has primary ECP responsibility as defined in Table 1, Configuration Change Authorities. The DCMA Engineer, based on the scope of the ECP, may request support from other Technical Specialists as part of the evaluation process, as appropriate.

2.2.2. In the event DCMA Engineer resources are unavailable to perform the duties defined in Table 1, the Engineering/Manufacturing Group Chief or Engineering Team Lead shall:

2.2.2.1. Delegate the CCM responsibility in accordance with DCMA-INST 316, Delegate Surveillance" (Reference (g)).

2.2.2.2. Forward the CCM document to the applicable Government Program Office (GPO) for handling and disposition.

2.3.   DCMA ENGINEERING/MANUFACTURING GROUP CHIEF OR ENGINEERING TEAM LEAD.

2.3.1. The DCMA CMO Engineering/Manufacturing Group Chief or Engineering Team Lead shall:

2.3.1.1. Confirm that the assigned DCMA Engineer is in the primary occupational job series addressing CCM documents in accordance with paragraph 2.2.1.

2.3.1.2. Confirm that the delegation of CCM responsibility is in accordance with paragraph 2.2.2.

2.3.1.3. Identify a timeframe for DCMA Engineer responses for the CCM document procedures presented in Chapter 3, Procedures.

2.3.1.4. Confirm that the usage of risk based surveillance of CCM documents in accordance with Chapter 3, paragraph 3.2.3.

2.3.1.5. Confirm that the DCMA Engineer performs verification and validation in accordance with procedures in Chapter 3, paragraph 3.2.4, and that Corrective Action Requests (CAR) are created to correct the deficiencies in accordance with paragraph 3.2.5.

2.3.1.6. Confirm the accuracy and completeness of Appendix B when completed by the DCMA Engineer, in accordance with Chapter 3, Procedures.

2.3.1.7. Confirm mandatory Value Engineering (VE) requirements in DCMA Systems Engineering Surveillance Plans, as applicable, in accordance with Chapter 3, paragraph 3.2.6, and encourage the use of VE for all CCM documents reviewed as detailed in Appendix A.

2.3.1.8. Confirm that the CSA log is created and maintained by the DCMA Engineer in accordance with Chapter 4, Configuration Status Accounting, and assess the CSA contents semiannually for accuracy and completeness. Confirm that CSA log records are maintained in accordance with the DCMA-INST 809, "Records Management" (Reference (h).

2.3.1.9. Participate in development of CMO CCM Standard Operating Procedures, as necessary, in accordance with DCMA-INST 501, "Policy Program" (Reference (i)), paragraph 1.5.2. Confirm DCMA Engineers properly prepare GPO or Contractor agreements and guidance in the form of Memorandum of Agreements, Memorandums of Understanding, and Letters of Agreement, and verify such agreements are coordinated with the responsible DCMA Administrative Contracting Officer (ACO), as necessary.

2.4. CONFIGURATION CHANGE AUTHORITY (CCA).

2.4.1. The disposition Configuration Change Authority (CCA) for each type of CCM document is identified in Table 1. DCMA CCA is determined by the Contract Receipt and Systems Engineering Review process in accordance with DCMA-INST 207, "Systems Engineering Surveillance," Reference (j). If through Contract Receipt and Systems Engineering Review DCMA is not the CCA or authority is not identified in the contract, consult with the DCMA ACO for guidance. Contacting the GPO by the DCMA ACO may be necessary to determine the CCA. Determining DCMA as the CCA provides the authority to disposition the CCM documentation shown in Table 1. (See MIL-HDBK-61A, paragraphs 6.1.1.1(a), "Configuration Control Authority," and 6.1.1.2, "Change Classification" (Reference (k)).)

2.4.1.1. DCMA Engineers responsible for the disposition of CCM documents but not involved in the Contract Receipt and Systems Engineering Review process will verify the DCMA CCA delegation with the DCMA ACO or DCMA Engineer performing the contract review.

2.4.1.2. The Contractor may be assigned CCA for all CCM documents governed by the contract or GPO guidance. The DCMA Engineer will confirm with the DCMA ACO or GPO when the Contractor is granted CCA for CCM documentation. Confirmation will include verifying appropriate design authority for subcontractors before delegating CCM support. NOTE: The disposition of CCM documentation by the Contractor should not impact upper level Government owned or controlled Configuration baseline CDs. (See MIL-HKBK-61A, Table 6-7, "Activity Guide: ECP Review and Disposition Actions" (Reference (k)).)

2.4.2. DCMA CCA is determined by the Contract Receipt and Systems Engineering Review process in accordance with DCMA-INST 207 (Reference (j)). The DCMA Engineer notification and receipt of new CCM documents issued by the Contractor, while determined by Contract Receipt and Systems Engineering Review, may also be dependent on agreements between the

GPO, DCMA, and the Contractor or may be the result of GPO discussions concerning the Government-controlled Configuration baseline, standards, or requirements. MIL-HDBK-61A, paragraph 6.2.1.2, "ECP Preparation and Submittal," discusses preparation and submittal of ECPs; and paragraph 6.2.1.4, "Review and Dispositioning ECP," identifies contracts as the documents used to identify Government CCA and the types of CCA assignments for each CCM document (Reference (k)).

2.4.3. The DCMA Engineer may be required to obtain Data Access Control to the GPO's or the Contractor's CSA digital data system to access and retrieve electronic ECP documents and to perform the prescribed ECP document dispositions identified in Table 1 and Chapter 3, Procedures. See MIL-HDBK-61A, paragraphs 6.2.1.2.a, "Automated Processing of ECPs;" 7.2, "CSA Concepts and Principles;" and 9.2.6, "Digital Access Control," that discuss CCM document controls through automation (Reference (k)).

2.4.4. The "DCMA Action" column in Table 1 identifies the permitted action to be performed by the DCMA Engineer to each specific CCM document when CCA is delegated to DCMA.

Table 1. Configuration Change Authorities

Configuration Change Management Document	Classification Types	Issuing Office	Configuration Change Authority	DCMA Role (Paragraph 2.2)	DCMA Action (Paragraph 0)
Engineering Change Proposal (ECP)	Class I	Contractor or Contractor CCB[1]	GPO CCB[1]	DCMA Engineer (SPRDE-SE[2] Certified)	(Approval or disapproval recommendation only)
	Class II	Contractor or Contractor CCB[1]	(Determined by contract delegation)	DCMA Engineer (SPRDE-SE[2] Certified)	Concur or Non-concur with proposal classification
Value Engineering Change Proposal (VECP)	Class I	Contractor or Contractor CCB[1]	GPO CCB[1]	DCMA Engineer (SPRDE-SE[2] Certified)	(Approval or disapproval recommendation only)

1. Configuration Control Board (CCB)
2. Systems Planning, Research, Development and Engineering - System Engineer (SPRDE-SE)

CHAPTER 3

PROCEDURES

3.1. OVERVIEW. This Chapter provides step-by-step procedures to identify, evaluate, coordinate, and disposition each specific type of CCM document. (See MIL-HDBK-61A, section 6, "Configuration Control" (Reference (k)).) Figure 2 provides the steps to follow when a CCM document is not readily recognizable or requires an initial discovery classification in accordance with the definitions provided in the Glossary.

3.2. IMPLEMENTATION.

3.2.1. The authorized authority to perform CCM document evaluation and disposition is identified in Chapter 2, Table 1.

3.2.2. Appendix A defines principles and guidelines for each specific CCM document type and should be consulted before performing these procedures.

3.2.3. The DCMA Engineer will, with DCMA supervisor/team leader approval, perform risk based surveillance of Class II ECP classifications as defined by the procedures in paragraph 3.5 below. This risk-based surveillance approach requires evaluating Class II ECPs and establishing an accuracy baseline of the Contractor's ECP Class II classification process, and then adjusting classification reviews accordingly, based on findings. The sample size to establish the baseline is dependent on risk. The GPO shall be consulted for concurrence prior to practicing this risk based surveillance of Class II ECPs. This risk based surveillance approach can also apply to Class I ECPs, paragraphs 3.3 and 3.4. NOTE: This risk-based surveillance may need to be tailored for Emergency and Urgent priority ECPs, and their verification and validation performed in accordance with Appendix C, paragraphs 3.3.2. and 3.5.2.

3.2.4. DCMA Engineers shall perform all CCM document verification and validation procedures in accordance with Apopendix C. All CCM documents reviewed by DCMA Engineers will be verified in accordance with the Pre-Inspection Verification procedures of Appendix C, paragraph C3. The validation of CCM documents will be in accordance with the Post-Inspection ECP Validation procedures of Appendix C, paragraph C4, and will be risk-based and planned in accordance with DCMA-INST 207 (Reference (j)). This risk-based Post-Inspection ECP Validation will also apply if the Contractor is assigned as CCA for ECP documents, as identified in Chapter 2, paragraph 2.4.1.2.

3.2.5. A CAR or Continuous Improvement Opportunity (CIO) may be issued, as appropriate, in accordance with DCMA-INST 1201 (Reference (l)) to correct and address adequacy or contract compliance deficiencies discovered in the Contractor's CCM process. CCM issues discovered that are systemic to the Contractor's CM system will be addressed in accordance with paragraph 3.6.

3.2.6. If the Contract Receipt and Systems Engineering Review specifies VE as a mandatory program or contract requirement in accordance with FAR 52.248-1, subpart 48.1, paragraph 48.101(b)(2)) (Reference (b)), and FAR 48.1, paragraphs: Alternate I and II (Reference (c)), the

DCMA Engineer shall include these VE mandatory requirements in the DCMA System Engineering Surveillance Plan in accordance with DCMA-INST 207 (Reference (j)). Appendix A provides VE opportunity guidelines and procedures for evaluating Class I VECPs.

3.2.7. Special challenges exist when Non-Developmental Items (NDI) and Commercial Items are used as components or subcomponents in CDs or CIs and these items are addressed by CCM documents that require verification and validation as identified in paragraph 3.2.4. Challenges exist in the lack of control the Contractor and Government have over these items. The DCMA Engineer should recognize that CCM documents containing NDI or Commercial Items may be an indication of increased operational risk and that the items may require additional regression testing to evaluate properly. If risk, cost, or lack of insight dictates that further verification or validation may be required, the DCMA Engineer may refer this decision to the GPO where the risks of NDI or Commercial Items may be better understood. See Appendix A, paragraph A2.1., and MIL-HDBK-61A, Appendix C, "CM Guidance for Integration of High Intensity Commercial-Off-The-Shelf Products" (Reference (k)) for additional guidance.

3.2.8. The DCMA Engineer will adhere to all Program Security Requirements in accordance with the applicable program Security Classification Guide while performing CCM document functions and tasks.

3.2.9. DCMA supervisor/team leaders and DCMA Engineers shall adhere to all Contractor Safety Regulations and to the DCMA-INST 611, "Safety and Occupational Health Program" (Reference (m)) when performing all CCM document Chapter 3 Procedures, and Appendix C verification and validation procedures.

3.2.10. CCM document content can address a range of acquisition technical areas. During review of the CCM documents, the DCMA Engineer shall identify and contact other DCMA technical specialist disciplines, as necessary, to evaluate properly the CCM document.

3.3. ENGINEERING CHANGE PROPOSAL (ECP): CLASS I PROCEDURES.

NOTE: Upon receipt of an Emergency or Urgent Priority ECP or a message regarding one and prior to any DCMA review, the receiving DCMA Engineer shall forward the ECP correspondence immediately to the GPO, if not already accomplished by the Contractor, and confirm its receipt. Expedited handling of these ECPs is needed because existing conditions may pose a potential threat to personnel safety, security, mission, or deployed equipment.

3.3.1. The Contractor or Contractor's CCB issues the Class I ECP to the DCMA Engineer. The submittal is in accordance with the GPO or Contractor's process as described in Chapter 2, paragraphs 2.4.2 and 2.4.3, and MIL-HDBK-61A, paragraph 6.1.1.3, "Configuration Control Board (CCB)" (Reference (k)).

3.3.2. The DCMA Engineer shall follow the instructions in the NOTE above when receiving an "Emergency" or "Urgent" priority ECP. (See MIL-HDBK-61A, paragraph 6.2.1.2, "ECP Preparation and Submittal" (Reference (k)).)

3.3.3. The DCMA Engineer shall confirm that the ECP classification field is Class I, that the ECP does not present itself as a VE opportunity as described in paragraph 3.2.6, that the ECP is necessary, that the technical adequacy and consequences of the proposed change or design would be acceptable, that the planned cost and schedule activities for the ECP implementation are complete, that producibility is achievable, that verification and validation are to be performed in accordance with paragraph 3.2.4, and that the GPO is provided ECP correspondence recommending a disposition in accordance with Chapter 2, Table 1. If the ECP is not a Class I ECP, the DCMA Engineer should use the proper paragraph to perform the evaluation described in VECP Class I, paragraph 3.4, or ECP Class II, paragraph 3.5.

3.3.3.1. The DCMA Engineer may also evaluate the Class I ECP in accordance with the checklist contained in Appendix B, Procedure B2. The DCMA Engineer should confirm the correct checklist is being used before evaluation or refer to the proper checklist procedure. (See VECP Class I, Procedure B3, or ECP Class II, Procedure B4.)

3.3.3.2. Upon the Appendix B checklist completion, the DCMA Engineer should submit the checklist to the DCMA Supervisor/Team Leader for review and store it in accordance with CMO guidelines.

3.3.4. If the DCMA Engineer determines that the Class I ECP is incorrect based on ECP evaluation, the Appendix B checklist, or Appendix C verification and validation, the DCMA Engineer shall return the ECP to the Contractor for correction or cancellation and prepare a CAR, as appropriate, in accordance with paragraph 3.2.5.

3.3.5. Upon evaluation completion and disposition of the Class I ECP, the DCMA Engineer will return, as appropriate, the ECP to the Contractor in the same way it was received and record the ECP in the Chapter 4, CSA log.

3.4. VALUE ENGINEERING CHANGE PROPOSALS (VECP): CLASS I PROCEDURES.

3.4.1. The Contractor or Contractor's CCB issues a Class I VECP to the DCMA Engineer. The submittal is in accordance with the GPO or Contractor's process described in Chapter 2, paragraphs 2.4.2 and 2.4.3, and MIL-HDBK-61A, paragraph 6.1.1.3, "Configuration Control Board (CCB)" (Reference (k)). Upon receipt of a VECP, the DCMA Engineer shall forward the VECP to the DCMA ACO and to the GPO, if not already accomplished by the Contractor, and confirm its receipt.

3.4.2. The DCMA Engineer shall confirm that the VECP classification field is Class I, that it has a VECP Justification Code of "V," that the VECP is necessary, that the technical adequacy and consequences of the proposed change or design would be acceptable, that the planned cost and schedule activities for the VECP implementation are complete, that producibility is achievable, that the verification and validation are to be performed in accordance with paragraph 3.2.4, and that the GPO is provided VECP correspondence recommending a disposition according to Chapter 2, Table 1. If the ECP is not a Class I VECP, the DCMA Engineer should use the proper paragraph to perform the evaluation described in ECP Class I, paragraph 3.3, or ECP Class II, paragraph 3.5.

3.4.2.1. The DCMA Engineer may also evaluate the Class I VECP in accordance with the checklist contained in Appendix B, Procedure B3. The DCMA Engineer should confirm the correct checklist is used before evaluation or use the proper checklist procedure. (See ECP Class I, Procedure B2, or ECP Class II, Procedure B4.)

3.4.2.2. Upon the Appendix B checklist completion, the DCMA Engineer should submit the checklist to the DCMA Supervisor/Team Leader for review and store it in accordance with CMO guidelines.

3.4.3. If the DCMA Engineer determines the Class I VECP is incorrect based on VECP evaluation, the Appendix B checklist, or Appendix C verification and validation, the DCMA Engineer shall return the VECP to the Contractor for correction or cancellation and prepare a CIO, as appropriate, in accordance with paragraph 3.2.5.

3.4.4. Upon evaluation completion and disposition of the VECP, the DCMA Engineer will return, as appropriate, the Class I VECP to the Contractor in the same way it was received and record the VECP in the Chapter 4, CSA log.

3.5. ENGINEERING CHANGE PROPOSAL (ECP): CLASS II PROCEDURES.

NOTE: Upon receipt of an Emergency or Urgent Priority ECP or a message regarding one and prior to any DCMA review, the receiving DCMA Engineer shall forward the ECP correspondence immediately to the GPO, if not already accomplished by the Contractor, and confirm its receipt. Expedited handling of these ECPs is needed because existing conditions may pose a potential threat to personnel safety, security, mission, or deployed equipment.

3.5.1. The Contractor or Contractor's CCB issues a Class II ECP to the DCMA Engineer. The submittal is in accordance with the GPO or Contractor's process as described in, Chapter 2, paragraphs 2.4.2 and 2.4.3, and MIL-HDBK-61A, paragraph 6.1.1.3, "Configuration Control Board (CCB)" (Reference (k)).

3.5.2. The DCMA Engineer shall follow the instructions in the NOTE above when receiving an "Emergency" or "Urgent" priority ECPs. (See MIL-HDBK-61A, paragraph 6.2.1.2, "ECP Preparation and Submittal" (Reference (k)).)

3.5.2.1. Class II ECPs received with the priority of "Emergency" or "Urgent" have an incorrect ECP classification and should be identified as a Class I ECP in accordance with MIL-HDBK-61A, Table 6-5, "Activity Guide: ECP Priorities" (Reference (k)). The DCMA Engineer will prepare a CAR, as appropriate, to address the misclassification in accordance with paragraph 3.2.5. The misclassified ECP Class II should not be held, but should be processed at the same time the CAR is issued because of the priority assigned to the ECP.

3.5.3. The DCMA Engineer may perform risk based classification reviews of Class II ECPs in accordance with paragraph 3.2.3.

3.5.4. The DCMA Engineer shall confirm that the ECP classification field is Class II, that the Class II classification field given the ECP is correct and it is not a Class I, that the ECP is necessary, that the technical adequacy and consequences of the proposed change would be acceptable, that the planned activities for the ECP scheduled implementation are complete, that producibility is achievable, that the verification and validation are to be performed in accordance with paragraph 3.2.4, and that the disposition given the ECP is in accordance with the ECP Class II guidelines of Chapter 2, Table 1. If the ECP is not a Class II ECP, the DCMA Engineer should use the proper paragraph to perform the evaluation described in ECP Class I, paragraph 3.3, or ECP Class I, paragraph 3.4.

3.5.4.1. The DCMA Engineer may also evaluate the Class II ECP and verify its classification in accordance with the checklist contained in Appendix B, Procedure B4. The DCMA Engineer should confirm the correct checklist is used before evaluation or refer to the proper checklist procedure. (See ECP Class I, Procedure B2, or VECP Class I, Procedure B3.)

3.5.4.2. Upon the Appendix B checklist completion, the DCMA Engineer should submit the checklist to the DCMA Supervisor/Team Leader for review and store it in accordance with CMO guidelines.

3.5.5. If the DCMA Engineer confirms that the Class II ECP is incorrect or misclassified based on ECP evaluation, the Appendix B checklist, or Appendix C verification and validation, the DCMA Engineer shall return the ECP to the Contractor for classification correction or cancellation and prepare a CAR, as appropriate, in accordance with paragraph 3.2.5.

3.5.6. Upon evaluation completion and disposition of the ECP, the DCMA Engineer will return, as appropriate, the Class II ECP to the Contractor in the same way it was received and record the ECP in the Chapter 4, CSA log.

3.6. SYSTEMIC CONFIGURATION MANAGEMENT ISSUES.

3.6.1. The DCMA Engineer shall analyze CCM process surveillance data to determine whether the identified deficiencies in the Contractor's CCM process are systemic to CM or to the process of CCM. If systemic CM issues are discovered, the DCMA Engineer should plan a CM system audit in accordance with DCMA-INST 207 (Reference (j)) or inform DCMA Quality Assurance (QA) Personnel that a Quality Management System audit is required to correct CM deficiencies.

3.6.2. Systemic CM and CCM process issues should both be addressed in accordance with DCMA-INST 207 (Reference (j)). Each systemic CM or CCM process issue should be identified separately and surveillance should be accomplished accordingly.

Figure 2. Recognizing Configuration Change Management Documents

START

CONTRACTOR ISSUES ECP DOCUMENT TO DCMA ENGINEER - DOCUMENT IS CONTROLED BY GPO/CONTRACTOR PROCESS

DOES THE DOCUMENT HAVE ECP TITLE, LABELS AND CLASSIFICATION?
YES / NO

DOES DOCUMENT COMPLY WITH ACCEPTED CONTRACT/CONTRACTOR CM DOCUMENTS (SOW, CMP, CDRL)?
NO / YES

DCMA ENGINEER ISSUES CAR AND RETURNS DOCUMENT TO CONTRACTOR FOR CORRECTION/ CANCELLATION

DCMA ENGINEER PLANS CM SYSTEM SURVEILLANCE IAW THE DCMA SE SURVEILLANCE POLICY TO CORRECT CCM DEFICIENCIES

END

DOES THE DOCUMENT COMPLY WITH ECP CONTRACT REQUIREMENTS OR IS IT IAW CCM INSTRUCTION GLOSSARY DEFINITIONS (APPENDIX D)?
YES / NO

IS THE DOCUMENT A CLASS I ECP?
NO / YES

IS THE DOCUMENT A CLASS I VECP?
NO / YES

DOCUMENT IS A CLASS II ECP

PARAGRAPH 3.3.
DCMA ENGINEER FOLLOWS ECP CLASS I EVALUATION PROCEDURES

PARAGRAPH 3.4.
DCMA ENGINEER FOLLOWS VECP EVALUATION PROCEDURES

PARAGRAPH 3.5
DCMA ENGINEER FOLLOWS ECP CLASS II EVALUATION PROCEDURES

EVALUATION PROCEDURES VERIFY ECP CLASS II CLASSIFICATION

PARAGRAPH 3.6
DCMA ENGINEER ADDRESSES CM SYSTEMIC ISSUES IAW THE DCMA SE SURVEILLANCE POLICY

END

NOTE: ACRONYM DEFINITIONS ARE LOCATED IN THE GLOSSARY.

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CHAPTER 4

CONFIGURATION STATUS ACCOUNTING (CSA)

4.1. OVERVIEW.

4.1.1. This chapter details the CSA log. The log purpose is to provide a statistical knowledge base of stored metadata of DCMA Engineering CCM and CCA activities. (See MIL-HDBK-61A, section 7, "Configuration Status Accounting" (Reference (k)).)

4.1.2. A CSA log can be a highly reliable and available source of configuration data management information while supporting a continuous improvement process. A CSA log can identify CCM trends for adjusting DCMA Systems Engineering Surveillance Plans in accordance with DCMA-INST 207 (Reference (j)), can provide a source of input to Program Assessment Reports, and can serve as a common DCMA Data Product among CMOs.

4.2. IMPLEMENTATION.

4.2.1. The DCMA Engineer shall develop, use, and maintain a CSA log for CCM documents reviewed. The DCMA Engineer's CSA log will be physically separate from other CSA type systems used by the Contractor or Government and GPO.

4.2.2. The CSA log shall include:

4.2.2.1. CCM document information that the DCMA Engineer provided or recommended disposition in accordance with Chapter 2, Table 1.

4.2.2.2. Events or comments that capture details of the CCM document disposition by the DCMA Engineer. These comments include CCM discussions with the GPO, the Contractor, or with other DCMA disciplines.

4.2.3. The CSA log may also be used to identify records for validation in accordance with Chapter 3, paragraph 3.2.4.

4.2.4. CSA log records are maintained in accordance with DCMA-INST 809 (Reference (h)), and adhere to all Program Security Requirements in accordance with the applicable program Security Classification Guide.

4.3. CONFIGURATION STATUS ACCOUNTING (CSA) MANDATORY FIELDS.

4.3.1. The CSA log shall contain the mandatory CCM document fields identified in Table 2, "Configuration Status Accounting Mandatory Field Descriptions."

4.3.2. The location, format, and placement of these mandatory CCM fields within the DCMA Engineer developed CSA log is flexible. A sample of mandatory Table 2 fields is shown in Figure 3.

4.3.3. DCMA Engineers will fill out Table 2 CSA log mandatory field columns A through I and column N, for each CCM document. (See the Figure 3 example, rows 1 and 2.)

4.3.4. A DCMA Engineer:

4.3.4.1. Receiving CCM delegations will fill out Table 2 CSA mandatory field columns A through I, and fields J, L, M, and N pertaining to the delegation. (See the Figure 3 example, row 3.)

4.3.4.2. Delegating CCM responsibility may fill out Table 2 CSA mandatory field columns A, D, E, F, J, K, M, and N pertaining to the delegation. (See the Figure 3 example, row 4.)

4.3.5. CMOs not involved in the CCM process, or CMOs delegating CCM responsibility as described in Paragraph 4.3.4.2, are not required to maintain a CSA log.

4.3.6. The CSA log may also contain additional, non-mandatory fields as determined by the DCMA Engineer. Additional recommended CSA log fields are identified in MIL-HDBK-61A, Table 6-6, "Activity Guide: ECP Implementation Actions" (Reference (k)).

Table 2. Configuration Status Accounting Mandatory Field Descriptions

Column Letters	CSA Field Name	Configuration Status Accounting (CSA) Field Description
A	Row Number	A unique sequential number for identifying each field row and Configuration Change Management (CCM) document in the CSA log.
B	Date of DCMA Disposition	The date DCMA issues the dispositioned CCM document to the Contractor.
C	DCMA Disposition Decision	The type of disposition, or disposition recommendation assigned by the CCM document ("Concurrence," "Non-concurrence," "Approval," or "Disapproval"). If the document was deferred for additional research or received but never dispositioned, enter "None" and add an explanation in the Comment field.
D	DCMA CMO	Name of the DCMA Contract Management Office (CMO) associated with the disposition record.
E	DCMA CMO DODAAC	The DCMA CMO Department of Defense Activity Address Code (DoDAAC) associated with the disposition record.
F	Contract Number	The Contract number applicable to the CCM document. If the CMO is not involved in the CCM process, enter: "N/A".
G	ECP Classification Type	The ECP document classification.
H	ECP Document Number	The ECP identifier assigned by the Contractor.
I	ECP Document Title Brief	The ECP descriptive title.
J*	Delegated? (Yes, No, Portion, N/A)	Identify whether the ECP evaluation and disposition is part of delegation.
K*	Delegated To	The DCMA CMO DoDAAC to which the delegation was issued. If the entry does not address delegations, leave it blank.
L*	Delegated From	The DCMA CMO DoDAAC issuing the delegation. If the entry does not address delegations, leave it blank.
M*	Delegation Date	The date the delegation was accepted. If the entry does not address delegations, leave it blank.
N	Comments	Enter comments, as necessary.

* Pertains to delegations only

Figure 3. Configuration Status Accounting Sample

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Row Number	Date of DCMA Disposition	DCMA Disposition Decision	DCMA CMO	DCMA CMO DODAAC	Contract No.	ECP Classification Type	ECP Document Number	ECP Document Title Brief	Delegated? (Yes, No or N/A)	Delegated To	Delegated From	Delegation Date	Comments
	1	MM/DD/YY	Recommended Approval	CMO A	123458	S0000-AB-000-0001	Class I	236545	Increases Performance	No				Sent to GPO on (date)
	2	MM/DD/YY	Concur	CMO A	759302	S0000-AB-000-0001	Class II	57800	Changes radius dimension	No				(applicable comments)
	3	MM/DD/YY	Disapproved	CMO B	586678	S0000-CD-000-0003	Class II	4762	Production Issue	Yes		CMO Y	(date)	(applicable comments)
	4			CMO C	789654	S0000-EF-000-0002				Yes	CMO X		(date)	(applicable comments)
	5													
	6													

SAMPLE

GLOSSARY

DEFINITIONS

Commercial Items. See Commercial Items/Commercially Available, Off-The-Shelf (COTS).

Commercial Items/Commercially Available Off-The-Shelf (COTS). Commercial Items are a subset of Non-Developmental Item (NDI). A Commercial Item is fully developed, already exists, and is sold in substantial quantities in the commercial marketplace. The Government, under a contract or subcontract, without modification, purchases the item in the same form in which it was sold in the marketplace. Commercial Item is defined in FAR Part 2.000, Subpart 2.1 (2.101), "Definitions" as:

(1) Has been sold, offered for sale or will be available for sale to the general public through sale, lease, or license.

(2) May include modifications to items (customarily available in the commercial marketplace and to meet Federal Government requirements).

(3) May be combined with other items (customarily combined and sold in combination to the general public).

(4) Can take the form of services as well as goods (installation services, maintenance services, repair services, training services, and other services).

A Commercial Item could also be considered a production item by the DoD agency that enters into a contract to buy more of an item than a commercial dealer currently has in stock.

Commercial Off-The-Shelf (COTS). See Commercial Items/Commercially Available, Off-The-Shelf (COTS).

Concurrence. The act of accepting the Engineering Change Proposal (ECP), Class II classification by the DCMA Engineer. Document concurrence confirms correctness of the classification assigned to the ECP by the Contractor and allows the Contractor to approve the ECP and implement the actions described in the ECP with no impact to the Government cost, contract, or Configuration baselines. This is different from Class I ECPs where the DCMA Engineer can only recommend ECP Class I approval to the Government Program Office. (See the definition of Non-concurrence.)

Configuration baseline (baseline).

(1) An agreed-to description of the attributes of a product, at a point in time, which serves as a basis for defining change.

(2) An approved and released document or a set of documents, each of a specific revision; the purpose of which is to provide a defined basis for managing change.

(3) The currently approved and released configuration documentation.

(4) A released set of files comprising a software version and associated configuration documentation.

(See MIL-HDBK-61A, paragraph 5.5., "Configuration Baseline" (Reference (k)).)

Allocated Baseline. The approved allocated configuration documentation.
(See MIL-HDBK-61A, paragraph 5.5.1., "Configuration Baseline Concepts" (Reference (k)).)

Configuration Change Management (CCM) documents. The generic identification of all types and classifications of Engineering Change Proposals.

Configuration Control Board (CCB). A board composed of technical and administrative representatives who recommend approval or disapproval of propose Engineering Change Proposals. (See MIL-HDBK-61A, paragraph 6.1.1.3., "Configuration Control Board (CCB)" (Reference (k)).)

Configuration Documentation (CD). Technical documentation or Product Definition Information (ANSI/EIA-649-B), the primary purpose of which is to identify and define a product's performance, functional, and physical attributes (see Allocated Configuration Documentation (ACD), Functional Configuration Documentation (FCD), and Product Configuration Documentation (PCD)) CD includes specifications, drawings/data sets, software listings, software build and test documents, interface control drawing/documents, requirements documents/datasets, parts lists/bills of materials, standards (internal and external), processes (internal and external), models and simulations, design descriptions, and other associated lists. (See MIL-HDBK-61A, paragraph 5.4., "Configuration Documentation" (Reference (k)).)

Configuration Management Plan (CMP). The document defining how configuration management will be implemented (including policies and procedures) for a particular acquisition or program. (See MIL-HDBK-61A (Reference (k)).)

Configuration Status Accounting (CSA). The configuration management activity concerning capture and storage of, and access to, configuration information needed to manage products and product information effectively.

Disposition. The evaluation decision made by the CCA regarding a Configuration Change Management (CCM) document submitted by the Contractor. Dispositions include signatory and date requirements. Dispositions are in the form of Concurrence, Non-concurrence, Approval, or Disapproval, depending on the CCM document.

Effectivity. The quantity of Configuration Items being changed by the Configuration Change Management document. Usually includes the serial numbers of the items and the applicable lot numbers affected.

Engineering change.

(1) A change to the current approved Configuration Documentation of a Configuration Item, or

(2) Any alteration to a product or its released Configuration Documentation. Effecting an engineering change may involve modification of the product, product information, and/or associated interfacing products. (See MIL-HDBK-61A (Reference (k)).)

Engineering Change Proposal (ECP). The documentation by which a proposed engineering change is described, justified, and submitted to:

(1) The current document Configuration Change Control Authority/ CCA for approval or disapproval of the design change in the documentation, and/or

(2) The procuring activity for approval or disapproval of implementing the design change in units to be delivered or retrofitted into assets already delivered. An ECP is usually issued by the Contractor's Configuration Control Board (CCB) in accordance with an approved and contractually required Configuration Management system. (See MIL-HDBK-61A (Reference (k)). The ECP may also be defined by contract requirements such as the Configuration Management Plan, Statement of Work, or Contract Data Item Description. See DI-CMAN-80639C, Data Item Description Engineering Change Proposal (Appendix A.)

Engineering Change Proposal (ECP), Class I. A Class I ECP is an engineering change issued by the Contractor that usually contains authorized Government funding or contract modification for implementation. The Class I ECP makes permanent changes to approved Government owned property or program Configuration Items that make-up the Configuration baseline (Functional, Allocated or Product) through changes to Configuration Documentation. Approval and implementation of a Class I ECP creates a new Configuration baseline. The Class I ECP may also be defined by contract requirements such as the Configuration Management Plan, Statement of Work, or Contract Data Item Description.

Engineering Change Proposal (ECP), Class II. A Class II ECP is an engineering change issued by the Contractor to DCMA for confirmation of classification. An ECP is Class II if it does not impact any of the Class I factors and elements of the Configuration baseline. The classification review by DCMA Engineering confirms, as CCA, that the ECP has the proper classification, as opposed to a Class I classification. A Class II classification is given to an ECP that:

(1) Makes minor changes to baseline Configuration Documentation (CD) but does not impact or change form, fit, function, or interchangeability of the Configuration Item (CI) baseline.

(2) Is an administrative changes or makes changes to CD's are administrative in nature

(3) Makes minor CD changes to allow changes in the manufacturing process or part improvements/corrections (dimensional),

(4) Is an equipment substitution.

An ECP Class II should further define an accepted product design or process. The Class II ECP may also be defined by contract requirements, such as the Configuration Management Plan, Statement of Work, or Contract Data Item Description.

Fit. The ability of an item to physically interface, interconnect(s) with, or become an integral part of another item. (See MIL-HDBK-61A (Reference (k)).)

Form. The shape, size, dimensions, mass, weight, and other physical parameters that uniquely characterize an item. For software, form denotes the language and media.
(See MIL-HDBK-61A (Reference (k).)

Functional Baseline (FBL). The approved functional configuration documentation.
(See MIL-HDBK-61A, Paragraph 5.5.1, "Configuration Baseline Concepts," (Reference (k).)

Function. The action or actions that an item is designed to perform. Function refers to features that affect the ability of an item to perform its intended purpose. Functional performance may be discrete or continuous in time, active or passive, or measurable by attributes or variables.

Life. Refers to features that affect the item's service life, storage or shelf life, fatigue life, durability, reliability, failure frequency, wear resistance, corrosion resistance, or resistance to environmental stresses. (See MIL-STD-2101, "Classification of Characteristics.")

Non-concurrence. The act of disapproving the Engineering Change Proposal (ECP) Class II classification by the DCMA Engineer. A document disposition of Non-concurrence identifies that the classification assigned to the ECP by the Contractor is incorrect. The result of a non-concurrence is that the DCMA Engineer returns the ECP document to the Contractor for classification correction or cancellation. The proposed actions described in the ECP are not implemented. The DCMA Engineer may issue a CAR for Non-concurrence, as appropriate. This is different from Class I ECPs where the DCMA Engineer can only recommend ECP Class I disapproval to the Government Program Office. Non-Concurrence is the opposite of Concurrence. (See the definition of Concurrence.)

Non-Developmental Item (NDI). An item that already exists and can be procured immediately from available stock. An NDI is a currently available item produced by either a military or commercial enterprise that can be used without significant modification. It requires no development, incurs no development cost, and, as a result, is very cost-effective. NDI is defined in FAR Part 2.000, Subpart 2.1 (2.101), "Definitions" as:

(1) A previously developed item used exclusively for governmental purposes (Federal, State, local or a foreign government).

(2) A previously developed item used exclusively for governmental purposes that requires only minor modifications (modifications of a type customarily available in the commercial marketplace).

(3) An item that is fully developed and intended to be used for exclusive governmental purposes but that is in production or is not yet in use (not intended to include prototypes or experimental models).

(See MIL-HDBK-61A, Appendix C, "CM Guidance for Integration of High Intensity Commercial-Off-The-Shelf Products" (Reference (k)).)

Product Baseline (PBL). The approved product configuration documentation.
(See MIL-HDBK-61A, paragraph 5.5.1., "Configuration Baseline Concepts" (Reference (k)).)

<u>Value Engineering Analysis.</u> An organized systematic process of reviewing and analyzing the requirements, functions and elements of systems, project, equipment, facilities, services, and supplies for the purpose of achieving the essential functions at the lowest life-cycle cost consistent with required performance, reliability, quality, and safety. These organized efforts can be performed by both a multidisciplinary team of in-house agency personnel and Contractor personnel.

<u>Value Engineering (VE):</u> VE is a functional analysis methodology that identifies and selects the best value alternative for designs, materials, processes, systems, and program documentation. VE applies to hardware and software; development, production, and manufacturing, specifications, standards, contract requirements, and other acquisition program documentation; facilities design and construction; and management or organizational systems and processes to improve the resulting product. (See FAR 48 and FAR 52.248 (References (b) and (c).)

<u>Value Engineering Change Proposal (VECP):</u> A proposal submitted by a Contractor consistent with the Value Engineering (VE) clauses in the contract that, through a change in the contract, would lower the project's life-cycle cost to the Government without impairing essential functions or characteristics. The contract change requirement can be the addition of the VECP to the contract with attendant savings. VECPs are applicable to all contract types, including contracts with performance-based specifications.

GLOSSARY

ACRONYMS

ACO	DCMA Administrative Contracting Officer
CAR	Corrective Action Request
CCA	Configuration Change Authority
CCB	Configuration Control Board/Configuration Change Board
CCM	Configuration Change Management
CD	Configuration Document/Documentation
CI	Configuration Item
CIO	Continuous Improvement Opportunities
COTS	Commercially Available, Off-The-Shelf
CM	Configuration Management
CMO	Contract Management Office
CSA	Configuration Status Accounting
DCMA-INST	DCMA Instruction
DoDAAC	Department of Defense Activity Address Code
ECP	Engineering Change Proposal
FAR	Federal Acquisition Regulation
FBL	Functional Baseline
GPO	Government Program Office
GS	General Schedule
NDI	Non-Developmental Items
QA	Quality Assurance
SE	Systems Engineering
SPRDE	Systems Planning, Research, Development, and Engineering
VE	Value Engineering
VECP	Value Engineering Change Proposal