



RADAR OPERATIONS CENTER

WSR-88D CONFIGURATION CONTROL BOARD CHARTER

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WSR-88D
 CONFIGURATION CONTROL BOARD CHARTER
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1 AUTHORITY

Weather Surveillance Radar, 1988, Doppler (WSR-88D) Program Management Committee (PMC) charter defines the PMC membership and establishes the WSR-88D Configuration Control Board (CCB). The WSR-88D Configuration Management (CM) Plan, ROCPLAN-PGM-03, governs the WSR-88D CM process.

2 PURPOSE

WSR-88D Tri-agency CM activities are the responsibility of the WSR-88D Radar Operations Center (ROC). The WSR-88D ROC has responsibility for establishing and maintaining viable configuration control and change management processes, to include CCB operating procedures, consistent with requirements stated in the PMC.

This CCB charter defines the authority, roles, responsibilities, and delegations for a WSR-88D 3--tiered configuration control and change authority process (described in Section 4). It establishes the structure for and authority to the WSR-88D CCB for configuration changes. The primary objective of the WSR-88D CCB is to maintain a systematic change management process that (1) regulates life cycle costs, (2) optimizes design and development latitude with configuration change control procedures, (3) provides efficient application of configuration changes, (4) ensures complete, accurate, timely, and controlled configuration documentation, and (5) adjudicates the necessity of proposed changes. This revised charter authorizes the WSR-88D CCB to develop and implement a CM plan consistent with the current best commercial practices.

3 SCOPE

This charter identifies the classes and categories of changes that the various authority levels in of the change process. The responsibilities and authority for CCB supporting activities performed by the System Recommendation and Evaluation Committee (SREC) and Adaptable Parameter Working Group (APWG) are beyond the scope of this charter, however, where applicable, this charter will reference the types of changes that the SREC and APWG will review and select.

The SREC reviews and selects software changes for inclusion in a software build release Engineering Change Proposal (ECP). The Tri-agency CCB and PMC are the approval authorities for ECPs designated for a fleet-wide software release.

The APWG is the approval authority for changes to Level of Change Authority (LOCA) and default value, or range of values, of adaptable parameters. The CCB only reviews or approves site specific adaptable parameters when requested by an agency.

4 WSR-88D CHANGE CONTROL STRUCTURE AND AUTHORITY

This section contains the approval process for proposed changes to the WSR-88D System. Before any project can proceed to implementation after approval process, funding must be made available by each agency having radars in scope for the ECP.

4.1 Structure

Tier 1: WSR-88D CCB consists of two-approval levels:

Level 1: Tri-agency CCB

Level 2: PMC

Tier 2: ROC Technical Review Committee (TRC)

Tier 3: WSR-88D Project Team

4.1.1 Change Authority Tier 1 – WSR-88D CCB

The NEXRAD WSR-88D CCB is the approval authority for configuration changes costing more than \$150,000. Its principal function is to provide Tri-agency oversight of the TRC and approval of major hardware and system level changes. To ensure the WSR-88D CCB remains responsive to the needs of the WSR-88D agencies, the PMC established a 2-level change approval authority.

4.1.1.1 Level 1 Tri-agency CCB

The Tri-agency CCB has approval authority for configuration changes with an estimated cost between \$150,000 and \$2,000,000. The CCB shall refer with recommendation all changes exceeding \$2,000,000 to the PMC for approval. All programs of the federal government are required by law to manage information as a strategic resource and ensure that Capital Planning and Investment Control (CPIC) decision making is incorporated per the most recent version of OMB circular A-130. Department of Commerce is the lead agency for CPIC decision making for the WSR-88D program. Information Technology (IT) investment decisions exceeding \$150,000 must also be approved via the National Weather Service Federal Information Technology Acquisition Reform Act (FITARA) approval process.

4.1.1.2 Level 2 PMC

The PMC is the approval authority for changes that exceed \$2,000,000.

4.1.2 Change Authority Tier 2 – ROC TRC

The ROC TRC's principal function is to conduct technical assessments of all hardware and system level Configuration Change Requests (CCRs) that have received Tri-agency approval. The TRC has approval authority for changes less than \$150,000 and shall review all changes exceeding \$150,000 and provide benefits analysis and recommendation to the WSR-88D CCB. The TRC also provides management oversight to the project teams.

After CCRs have been approved by the agencies, the ROC TRC will select projects for activation from the Project Pool. The ROC TRC is the approval authority for those projects with estimated costs up to \$150,000. Projects selected for activation shall be based on budgetary limits imposed by the WSR-88D 8-Year Modification Plan or the ROC Sustaining Engineering Budget. Before any project is activated, the TRC shall notify the agencies to ensure the applicable change request is still valid and that project activation is supportable from a fiscal standpoint.

The TRC also evaluates software enhancement CCRs and makes recommendation to the SREC. The SREC has delegated approval authority of software CCRs for minor infrastructure enhancements to the TRC. These are CCRs that have no impact to external users, have no monetary/budgetary impacts, nor do they require hardware changes.

4.1.3 Change Authority Tier 3 - Project Team

Tier 3 is the Project Team. The project team acts as a Change Development and Implementation Board. The project team will direct and carry out all changes approved by one or more change authority tiers. This team has the authority to make minor procurements to the Department of Commerce purchase card limit. The project team shall provide continuous project oversight throughout each phase of the change process. The Project Coordinator (PC) shall document any changes made to an approved project, and advise the TRC of these changes. The TRC shall subsequently notify the agencies of changes made.

5 WSR-88D CHANGE AUTHORITY RESPONSIBILITIES

5.1 Change Authority Tier 1 - WSR-88D CCB Responsibilities

The WSR-88D CCB is the principal change authority for the WSR-88D system and the Current Document Change Authority (CDCA) for all WSR-88D Baseline Documentation. The CDCA is the organization that has the design authority over the contents of the document, reflecting proprietary or data rights to the information that the document contains. The CDCA may be a government entity or a contractor, and the authority may be transferred. However, there is only one CDCA for a document at a time.

The CDCA has decision authority over the content of each baseline document. Documents not specifically under the WSR-88D CDCA authority must be changed via ECP or CCR approval from the applicable CDCA for that document, or the document must be submitted as an altered item for approval by the appropriate WSR-88D Change Authority Tier.

The WSR-88D CCB, by authority delegated from the PMC, is the approval authority for all engineering changes to the WSR-88D configuration baseline in the cost range defined per 4.1.1.1 above. The CCB evaluates hardware, software and system changes to determine their effect on other systems, funding, scheduling, and overall good business practices. All attempts are made to rule by consensus; however, if consensus cannot be reached, the final decision will fall to the ROC Director. The CCB will refer, with recommendations, all changes exceeding the dollar value defined per 4.1.1.2 above to the PMC.

5.1.1 WSR-88D Tri-agency CCB Membership

The WSR-88D Tri-agency CCB membership consists of agency representatives or designated staff with the Director of the ROC serving as the chair and the ROC Deputy Director as vice-chair. The ROC CM Team Lead, or designee, serves as the CCB secretariat. The secretariat is responsible for developing the agenda, conducting the meeting and recording the minutes. The ROC Branch Chiefs and designated staff will attend the CCB meetings and advise the chairperson on technical and program issues related to proposed changes. Agency decisions regarding proposed changes are provided to the board by their respective agency focal points or designees.

5.1.2 Meetings

The WSR-88D Tri-agency CCB will meet monthly, or as required. Any CCB member may request a special convening of the CCB. This charter authorizes the CCB chairperson to use electronic meetings, as appropriate.

5.2 Change Authority Tier 2 - ROC TRC Responsibilities

The TRC, with Tri-agency CCB oversight, requests on behalf of the Tri-Agency CCB. The ROC TRC shall consist of ROC Branch Chiefs and Team Leads or their alternates, and other invited staff and project engineers depending on the subject matter before the committee. The TRC selects projects from the approved CCR pool for activation to the WSR-88D Active Projects List, assigns ECP numbers, assigns project team members from each functional area, and advises the WSR-88D CCB of projects which have been activated. The TRC monitors the progress of project teams and refers, with recommendations, engineering changes to the WSR-88D CCB if higher level approval is necessary.

5.3 Change Authority Tier 3 - Project Team Responsibilities

Assigned project leads will report to the TRC on the status of each active project. This includes approval of drawings and related engineering data. The project team is responsible for the development, reporting, management, installation and documentation of approved projects assigned by the TRC. The project leader will refer any major changes to an active project to the appropriate board with approval authority for the project. The project team will initiate and implement Class II changes through the CCR process. The project team operates by team consensus. If consensus cannot be reached, the TRC will provide guidance.

6 WSR-88D CHANGE CLASSIFICATIONS

Class I and Class II changes for the WSR-88D Program are defined based on the general guidelines from MIL-HDBK-61, Table 4-2. These definitions apply to baseline item of the WSR-88D including hardware, software, RPIE, and facility changes, and the WSR-88D CCB is the Configuration Control authority, as summarized below:

6.1 Class I Criteria

A change is classified as Class I for one or more of the following criteria:

1. It affects any physical or functional requirement in approved functional or allocated configuration documentation
2. It affects any approved functional, allocated, or product configuration documentation, and cost, warranties or contract milestones
3. It affects approved product configuration documentation and one or more of the following:
 - a. government furnished equipment,
 - b. safety,
 - c. compatibility, interoperability, or logistic support,

- d. delivered technical manuals for which changes are not funded,
- e. retrofit of delivered units,
- f. preset adjustments or schedules affecting operating limits or performance to the extent that a new identification number is required,
- g. interchangeability, substitutability, or replaceability of any item down to non-replaceable subassemblies,
- h. supply sources on a source control drawing, and Skills, staffing, training, biomedical factors, or human engineering design.

6.2 Class II Criteria

A change is classified as Class II when it proposes a change to approved configuration documentation. Changes affecting documentation only or internal ROC databases, and not affecting form, fit, function, or logistics and/or other support elements may be classified as Class II changes, e.g., obsolescence/reliability changes (ORCs) or Class II internal changes.

The ROC CM team lead will make the final determination as to classification.

6.3 Obsolescence/Reliability Change (ORC)

An ORC change; only affects documentation which can be changed via ECO, ACO, or stock item changes. Expenditure of tri-agency funds is limited to the current DOC purchase card limit.

6.4 WSR-88D CM Focal Points

Each agency will have a single focal point for WSR-88D-related change management activity. The agency focal point and the agency CCB member are not necessarily the same individuals.

6.5 National Weather Service (NWS)

The focal point for the NWS is the NWS systems change manager, as dictated by NWS Directive System NWSI 30-1205 Change Management Process. The systems change manager is responsible for timely review and ensuring all requests for changes/modifications are properly boarded, approved, and complete documentation is forwarded to the ROC for action.

6.6 Department of Defense (DOD)

The focal point for Department of Defense (DoD) action is the USAF NEXRAD Program Manager (HBAW/OL-A) or a designated representative. This office is responsible for timely review and ensuring all requests for changes/modifications are properly boarded, approved, and complete documentation is forwarded to the ROC for action.

6.7 Federal Aviation Administration (FAA)

The focal point for the Federal Aviation Administration (FAA) is the Surveillance & Weather Group, AJW-14. AJW-14 has designated the Weather Systems Team, AJW-141, to assess the technical merit and readiness of the proposed changes (e.g., case files). This office is responsible for timely review and ensuring all requests for changes/modifications are properly boarded, approved, and complete documentation is forwarded to the ROC for action.