

**15 October 2000**



**Communications and Information**

**ENTERPRISE CONFIGURATION  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 33-1, *Command, Control, Communications and Computer (C4) Systems*, and enacts Configuration Management (CM) policy for AMC automated information systems. This instruction applies to all C4 systems acquired, funded, sustained and maintained by AMC.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Purpose.** The AMC Enterprise CM program outlines procedures for managing the Command's enterprise information system environment to ensure that system development, employment and refinement are consistent with command-level goals for the AMC Enterprise architecture, data standardization and seamless global information flow. This program will ensure changes in systems or architectures do not adversely affect other systems or architectures. It also helps to avoid duplicate efforts, encourages 'best of breed' partnering within AMC and promotes efficiency through reuse.

**2. Applicability.** This instruction applies to all AMC staff elements, agencies and operational units and includes all systems developed, maintained and contracted for by those units. This publication does not apply to air mobility assets of the Air National Guard and United States Air Force Reserve units.

**3. Responsibilities.**

3.1. HQ AMC/SCT is the AMC focal point for system integration issues, Enterprise CM policy, reference architectures (the Logical Data Model, C2 Interface Design Document (IDD), network models, etc.) and development of an electronic central storage area (the AMC Repository).

3.2. Program Managers (PMs) will ensure proper CM of systems developed, maintained or contracted for by HQ AMC. PMs may delegate CM activities to a lower-level configuration manager.

3.3. HQ AMC/SCY will ensure proper routing of configuration change requests for fielded communication-electronic systems managed by SCY in the sustainment phase of the equipment life cycle.

**4. Configuration Documentation.** System and architecture managers will determine the amount and type of information required to adequately document the baseline configuration. This documentation will be stored in an electronic central storage area (the AMC Repository).

4.1. System and architecture managers will submit written requests for deviations and waivers from mandatory architectures to HQ AMC/SCT. Each request will provide details of the requirement to be waived or deviated from, the nature of the proposed deviation and when the system will be brought into compliance with AMC standards.

4.2. In addition to baseline configuration documentation, AMC C4 system and architecture managers will store and maintain configuration change documentation.

**5. Enterprise CM.** The goal of enterprise CM is to ensure that changes to systems or architectures do not adversely affect other systems or architectures.

5.1. Changes to C4 systems and architectures that have the potential to adversely affect other systems or architectures will be coordinated with the appropriate manager(s). The manager of the changing system or architecture is responsible for determining whether the proposed changes have enough potential impact to warrant notifying other managers or the entire user community.

5.2. PMs will provide relevant version release/product baseline content information prior to development and testing. Notification will include a description of proposed Baseline Change Requests (BCRs) and any supporting documentation the PM feels is necessary to describe the scope and impact of the proposed version release/product baseline.

5.3. Architecture managers will publicize changes with the potential to affect systems at least 30 days prior to any decision to implement. Notification will include a description of the proposed changes and any supporting documentation the manager feels is necessary to describe the scope and impact of the proposed changes.

5.4. Potential impacts must be resolved by the affected parties per paragraph 7. of this instruction prior to approving a release for fielding or implementing the changes.

5.5. Changes covered under this provision include, but are not limited to: addition or deletion of system functionality; changes to data shared with other systems; interface additions, modifications or deletions; changes in directory services; installation, upgrade or removal of network operating systems; replacement or upgrade of standard office automation software; installation of new security technology; e-mail client/server applications.

**6. Configuration Control Board (CCB).** CCBs review and determine appropriate changes to baselined systems and architectures. CCBs will be formed at the lowest level necessary to address configuration

issues and should not be used to resolve operational problems or to work out technical designs. Architecture users should be included at all levels of CCB activity.

6.1. C4 system PMs may establish internal CCBs, as needed, to manage baseline changes to AMC C4 systems. A CCB may also be formed to manage changes to a group of similar systems (e.g., C2 or C4 systems) or when a group of C4 systems are managed as a single program.

6.2. C4 architecture managers may establish an internal configuration control process to manage baseline changes.

6.3. CCBs will be convened, as needed, when significant interoperability issues between C4 systems or architectures cannot be resolved without some form of negotiation or arbitration between the participating managers.

**7. Emergency Changes.** System managers may implement emergency changes driven by mission-critical or safety of flight issues without due process.

WILLIAM T. LORD, Colonel, USAF  
Director of Communications and Information

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-1, *Command, Control, Communications and Computer (C4) Systems*,

***Abbreviations and Acronyms***

**CM**—Configuration Management

**AMC**—Air Mobility Command

**PM**—Program Managers

**IDD**—Interface Design Document

**BCR**—Baseline Change Requests

**CCB**—Configuration Control Board

***Terms***

**Architecture**—A framework or structure that portrays relationships among all the elements of the subject force, subject or activity. (AFDIR 33-303)

**Configuration Control Board (CCB)**—The CCB is a chartered group convened to evaluate, process, and approve or disapprove changes to the configuration baseline. (PM Handbook)

**Configuration Management (CM)**—A discipline applying technical and administrative direction and surveillance to: (a) identify and document the characteristics of a C4 system; (b) control changes of those characteristics; and (c) record and report changes to processing and implementation status. (AFI 33-101)

**System**—A collection of hardware and software that accomplishes a specific task. Systems include automated information systems and infrastructure systems.