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**INTELLIGENCE**

USEUCOM Intelligence Information Systems  
Theater Configuration Control Board Charter

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1. **Purpose.** The purpose of this charter is to define the composition, responsibilities, and authority of the United States European Command (USEUCOM) Theater Configuration Control Board (TCCB) and Engineering Review Board (ERB).

a. The purpose of the TCCB is to provide the mechanism to:

(1) Manage the USEUCOM Intelligence Information Systems baseline.

(2) Systematically process Intelligence Information Systems Change Requests (CRs).

(3) Maintain the status of all current CRs.

(4) Act as the decision-making body for controlling all theater DoDIIS applications and systems.

(5) Receive, validate, track, acquire and implement theater requirements for DoDIIS systems.

b. The purpose of the ERB is to be the technical focal point for:

(1) Evaluating proposed Intelligence Information Systems system designs and other technical issues for engineering feasibility, adherence to standards, the objective architecture and migration plans.

(2) Preparing impact assessments of proposed changes.

2. **References.**

a. DoDIIS Documents.

(1) JCS Memorandum, SM 357-74, *Intelligence Data Handling System (IDHS) Responsibilities Plan*, 27 June 1974.

(2) DIA Manual 65-13, *DoD Intelligence Information System (DoDIIS) Management*, 31 December 1985.

(3) DIA Regulation 65-17, *Automated Intelligence Systems (AIS) Management Policy*, 6 November 1989.

(4) *DoDIIS Executive Agent (DExA) Responsibilities (Draft)*.

(5) *DoDIIS System Integration Management Office (SIMO) Handbook*, September 1992.

(6) *DoDIIS Management Board, Concept of Operations (DMB ConOps)*, 3 December 1992.

(7) *DoDIIS Configuration Management Plan*, 22 April 1993.

(8) *DoDIIS Site Transition Methodology*, February 1995.

(9) *DoDIIS Reference Model for the 1990s*, December 1992.

b. Command Documents.

(1) HQ USEUCOM ED 40-7, *USEUCOM Intelligence Information Systems, Executive Corporate Management Board (ECMB) Charter.*

(2) HQ USEUCOM ED 40-9, *USEUCOM Intelligence Information Systems, Functional Control Board (FCB) Charter & SOP.*

(3) HQ USEUCOM ED 40-12, *USEUCOM Intelligence Information Systems, Systems Integration Management Office (SIMO) Charter & SOP.*

(4) HQ USEUCOM SM 100-6, *Configuration Management for the HQ USEUCOM Standard Automated Information Systems.*

(5) HQ USEUCOM Intelligence Directorate, SOP Number 17, *Configuration Management for the HQ USEUCOM Intelligence Support System.*

3. Definitions.

a. USEUCOM Configuration Management Office (CMO). The office which will initially receive, review, and log all CRs. The CMO will also track the status of all CRs.

b. USEUCOM Engineering Review Board (ERB). A support function for identifying and evaluating technical alternatives and recommending preferred solutions for integration into the operational environment.

c. USEUCOM Executive Corporate Management Board (ECMB). The senior policy and decision-making authority for Intelligence Information Systems related matters.

d. USEUCOM Functional Control Board (FCB). A combined management team for identifying, documenting, validating, and advocating user requirements.

e. USEUCOM Intelligence Information System. The amalgamation of computer and communications systems that provide automated intelligence support to USEUCOM.

f. USEUCOM System Integration Management Office (SIMO). A management team for identifying and monitoring new Intelligence Information Systems development, integration, and maintenance activities to ensure that they conform to DoDIIS and Theater architecture and migration plans.

g. USEUCOM Theater Configuration Control Board (TCCB). Decision-making body for changes to all Theater Intelligence Information System applications and system baselines. Responsible for maintaining the Theater's Intelligence Information Systems within DoDIIS and USEUCOM standards and migration plans, managing USEUCOMs CR process, and implementing Theater and Component requirements, to include JTFs and CTFs.

4. Authorities. The Director of Intelligence has authorized the establishment of the TCCB. The TCCB has the authority to approve, disapprove, or defer all Baseline Change Requests (BCRs) affecting the Intelligence Information Systems support to HQ USEUCOM J2, the Joint Analysis Center (JAC), and European Theater intelligence community missions. This encompasses the hardware, software, firmware, and all associated baseline documentation. The TCCB, as a group, shall take all appropriate actions to receive, control, analyze, and make recommendations for the disposition of all CRs.

5. Responsibilities.

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a. The TCCB is responsible for all CR/TR/PRs. It must accept and direct all CRs throughout the CRs life even though the CMO will do the record keeping.

b. The TCCB will ensure the theater's architecture and migration plan is adhered to and that it is kept current with technology advances.

c. The TCCB will be the advocate for the architecture and migration plan, always looking ahead.

6. **Constraints**. Nothing in this charter shall be construed to:

a. Require members to act contrary to the policies of their parent organizations.

b. Require members to cause expenditure of resources outside of the scope of their mission or authorities.

c. Override or annul any Department of Defense, Joint Chiefs of Staff, or Service Directive, Regulation, or Policy, or any commercial contract.

d. Replace or circumvent normal command channels or staffing procedures.

7. **Membership**. The following paragraphs delineate the membership and participation of the TCCB:

a. Permanent Members. The following members of the TCCB are required to be present for all TCCB meetings. If any member is unable to attend the TCCB meeting, the member will designate an alternate to be responsible for TCCB actions:

- (1) USEUCOM Chief of Systems Branch. (TCCB Chairman).
- (2) JAC Director of Technical Services Division.
- (3) Chairman of the USEUCOM SIMO.

Representative (or designate) from each Component Command Element as required depending on the agenda of specific meetings:

- (4) USNAVEUR Systems Plans.
- (5) USAFE Systems Plans.
- (6) USAREUR Communication and Automation Branch.
- (7) MARFOREUR Systems Plans.
- (8) SOCEUR Systems Plans.

b. Other Members.

- (1) TCCB Secretary.
- (2) Chairman of the USEUCOM ERB.

Participation by other interested organizations, as observers or to assist in ensuring that all facts and potential change impacts regarding a CR are presented to the TCCB, is encouraged from the following:

- (3) User representatives from each functional area.
- (4) Chief, DRTE.
- (5) HQ USEUCOM Intelligence Systems Security Officer (ECJ6-CSS).
- (6) Hardware and software contractors.
- (7) Facilities Engineers (EHC-E).
- (8) Remote Site personnel.

Observers will be notified by the TCCB Secretary when a CR will affect their area(s) and will be invited to attend the TCCB meetings discussing those CRs.

8. **Charter Implementation.** This Charter shall become effective upon the approval of the USEUCOM Chief of Staff.

9. **Review & Implementation.**

a. Term. The term of this Charter is indefinite.

b. Review & Amendment. This Charter shall be reviewed annually by the ECMB and may be amended by vote of the members.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER  
Lieutenant General, USA  
Chief of Staff

SUSAN M. MEYER  
LTC, USA  
Adjutant General

Appendix:

A - USEUCOM Intelligence Information Systems Theater Configuration  
Control Board Standard Operating Procedures

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HQ SOCEUR, ATTN: J1, Unit 30400, Box 1000, APO AE 09128

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JAC, ATTN: CDR, Unit 8845, Box 285, APO AE 09469-5285



Appendix A

Theater Configuration Control Board  
Standard Operating Procedures

1. Meeting Frequency. The TCCB shall meet at a minimum quarterly. Additional meetings may be called as required.
2. Operating Procedures. The responsibilities of the TCCB have been established as follows:
  - a. Responsible for CR process and implementation.
    - (1) Utilizes SIMO, CMO, FCB and other HQ USEUCOM offices to fulfill this requirement.
    - (2) Monitor CR status.
    - (3) Use the CMO for the administrative support to manage the Corporate Management Process (CMP).
  - b. After the Theater SIMO and FCB have provided their initial inputs for all Class 1 CRs, the TCCB will review those inputs and either make the final decision on CR or forward CR to a technical branch for further assessments.
  - c. Review detailed Impact Analysis (IA), technical reports, studies and/or CONOPS for suitability (does CR fulfill a valid requirement), feasibility (can CR be technically completed) and acceptability (are resources/time available to implement CR). TCCB Chairman to make the final decision for CR acceptance or rejection.
  - d. Forward CRs to the ECMB which contain major architectural changes, major or unfunded resource implications, or CRs which the FCB and TCCB differ in final decision.
  - e. Assign Implementation Plan (IP) drafting to either USEUCOM, the JAC or appropriate component and forward for staffing.
  - f. Review IP for completeness and, if acceptable, approve. Ensure Theater SIMO receives copy of IP, to include implementation Funding Document.
  - g. Review CR status reports, Monthly Integration Reports and Baseline status. Provide ECMB status reports, as required, to inform Theater senior leadership of significant Intelligence Information Systems events and/or changes.

Appendix A (Cont)

Theater Configuration Control Board  
Standard Operating Procedures

2.1 Chairman. The Chairman shall function as the principal executive officer with full authority to:

a. Convene the TCCB whenever necessary. The TCCB shall be convened as required to address CRs depending on the urgency of the CR(s) or other issues under discussion.

b. Task the ERB to evaluate the technical feasibility of requirements, provide engineering assessments and recommend preferred solutions to CRs. Ensure all necessary CR analysis is conducted prior to the decision of the TCCB.

c. Make final decisions, approval/disapproval, on all CRs.

d. Establish priority of all CRs.

e. Approve emergency maintenance and minor CRs (less than 40 man-hours total) without convening the TCCB.

f. Forward approved, but unresourced, CR actions to the ECMB for resolution.

2.2 TCCB Secretary. The TCCB Secretary is responsible to the TCCB Chairman to:

a. Execute administrative functions of the TCCB including the preparation of meeting agendas and minutes of the TCCB meetings.

b. Notify TCCB members and selected observers of the date, time, location, and agenda of TCCB meetings. Normally, one week advance notice will be given prior to a TCCB.

c. Receive and log all CRs. Copies of the CRs will be distributed to the TCCB members. (This function will be performed by the CMO for the TCCB.)

d. Perform status accounting of Intelligence Information Systems hardware, software, and documentation by monitoring and reporting to the TCCB all CRs from submission to TCCB disposition. Approved changes shall be monitored and reported through test and implementation. (This function will be performed by the CMO for the TCCB.)

Appendix A (Cont)

Theater Configuration Control Board  
Standard Operating Procedures

2.3 USEUCOM Engineering Review Board (ERB). The Engineering Review Board shall function as the technical arm of the TCCB in:

- a. Conducting evaluations of development and integration programs for compliance with standards and the migration plan.
- b. Coordinating with the DoDIIS ERB.
- c. Performing engineering analysis and feasibility assessments in response to tasking by the TCCB.
- d. Preparing Technical Impact Analysis as required in response to tasking by the TCCB. Providing complete tasking and resource recommendations to the TCCB.
- e. Identifying standards and compliance testing criteria for incorporation into specifications, Statements of Work (SOW), and task orders.
- f. Assessing the impacts of DoDIIS community standards, systems, and technology on existing and planned Intelligence Information Systems capabilities.

2.4 Members. TCCB members are responsible to the Chairman to ensure that appropriate technical, fiscal, operational, and managerial expertise is employed in the analysis and prioritization of CRs. Each principal member is their organization's representative, responsible for obtaining his/her organization's formal acceptance or rejection of CRs.