

memorandum

DATE: December 19, 2002

REPLY TO
ATTN OF: EM-13

SUBJECT: Configuration Control Board

TO: Distribution

The purpose of this memorandum is to communicate configuration control elements and requirements for the Environmental Management (EM) project.

Elements

The following elements, and the program variables they reflect, are under EM Configuration Control

- A. Performance Management Plans.....Site strategy document
- B. Cleanup end states/end points.....Criteria that define completion
- C. EM Corporate Performance Metrics (Gold Chart)...Schedule and life-cycle scope
- D. Performance Measures/Performance Incentives.....Incentives to accomplish work
- E. Annual baseline cost.....Cost
- F. Life-cycle cost.....Cost
- G. Project Baseline Summary Structure.....Budget structure
- H. WIPP transportation baseline.....Key disposal interface

Requirements

Any changes to these elements require either notification or approval of the EM Configuration Control Board (CCB). Notification is required when the cost goes down, the schedule is accelerated, or when work scope is eliminated and does not appear anywhere else in the EM project. Approval is required for any and all other proposed changes to the baseline.

Schedule

EM-10 will identify the specific Revision 0 versions for the elements that will be placed under configuration control. Elements A-C and F-H are under configuration control immediately for all sites. Element D (cleanup end states/end points) is immediately under configuration control for those sites that submitted PMPs. For those sites that did not submit PMPs, only the end point (i.e., the date for completion) is under configuration control. Element E (annual baseline cost) is immediately under configuration control for Rocky Flats and Fernald. Configuration control for Element E for sites not listed will occur as validated baselines are complete. Sites should notify Mr. Eli Bronstein, the CCB Secretary, immediately upon approval of their validated baselines.

Process

The EM Configuration Control Board will meet monthly to evaluate proposed changes to the EM baseline. Meetings are currently scheduled for the first quarter of 2003 (January 23, February 27, and March 27). A schedule for the balance of the fiscal year will be subsequently provided. Baseline change proposals are required to be submitted to the CCB Secretary (Eli Bronstein) at least 5 working days prior to the meeting. Emergency requests will be considered on a case-by-case basis. Also attached is a *Baseline Change Proposal* form. More guidance on this process will be forthcoming within the next 45 days.


Jessie Hill Roberson
Assistant Secretary for
Environmental Management

Attachment

Distribution

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Roger Butler, Deputy Assistant Secretary, EM-10

Michael Weis, Associate Deputy Assistant Secretary, EM-40

Eli Bronstein, EM-10

Environmental Management Baseline Change Proposal (BCP)

1. BCP Title: _____

Requesting EM Field/HQ Org.: _____

Requesting Field/HQ Manager: _____ Telephone: _____ Date: _____

2. Baseline Funding Change(s): (\$000s)

Organization	Rev. 0 Baseline	Current Baseline Amount	BCP Change Amount	Proposed Baseline Amount	PBS No.	B&R Code

For Sections 3, 4, and 5: If more space is required to adequately describe the change, provide justification or explain the impact, provide a short synopsis below and then provide all details on continuation page(s).

3. Description of Change: Specifically, what was Added, Modified, and/or Deleted?)

4. Justification for Change: (How does this change specifically contribute to furthering accomplishment of site goals and mission and how does it impact life-cycle cost?)

5. Impact of Change: (What are the impacts to accomplishment of site goals and mission if not approved?)

6. Process as: Routine ___ Priority ___

CCB Chairperson: _____
Signature _____ Date _____

CCB Comments: