

# *Air Force Materiel Command*

## Joint Change Management Plan Training

***JCMP Version 2.0***



**2014 Sept 22  
JCMP Training**

**This slide is UNCLASSIFIED**



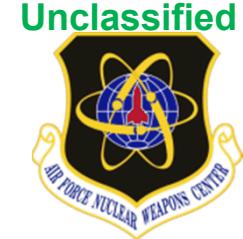


# (U) JCMP Process Five Steps



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- Step 1: *Originating Subgroup* Proposes a Change
  - *Step 1a*: The *originating subgroup* prepares the CR and impact analysis and obtains a CR# from the AFNWC Subgroup Change Coordinator; the originating subgroup is responsible to coordinate with all other potentially impacted subgroups to update the impact analysis as required.
  - *Step 1b*: *Every site* reviews and approves the final CR through their own sites' change process prior to subgroup approval to obtain the sites' position.
  - *Step 1c*: *Originating subgroup* reviews and collects site disposition, approves the final CR and impact analysis.
- Step 2: *All Subgroups* Review CR and Impact Analysis
  - All Subgroups review the change for impacts and provide concurrence; this concurrence validates that the CR properly reflects the inputs they provided to the originating subgroup in Step 1a.
  - *Originating subgroup chair* works with Subgroup Change Coordinator to prepare for validation.
- Step 3: *SE/SG Validation Board and PASG* Validates CR
  - *Step 3a*: Performs comprehensive review/validation on above threshold, approves below threshold.
  - *Step 3b*: Formulates recommendation for JCCB to approve or disapprove.
- Step 4: *JCCB* Determines Disposition
  - JCCB approves change for implementation (acknowledging impacts) or disapproves the change.
- Step 5: *Originating Subgroup Chair* is responsible for implementing the change.
- Step 6: *CM Board Coordinator* is responsible for posting the change status.



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# ***Subgroup Roles and Responsibilities***

## ***Detailed in Accompanying***

## ***Procedure and Checklist***



# (U) JCMP Process Timeline



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- Originating Subgroup Discussion and Sign-Off
  - *X Days*: Originating subgroup prepares CR/impact analysis; subgroup members reach consensus
  - *1 Day*: Subgroup Chair sign the JCR
- JCR Processing for Subgroup Review
  - *10 Business Days*: JCR is logged and sent out to other subgroup chairs for review
  - *7 Days Before SEISG Validation Meeting*: JCR is submitted for SEISG Validation
  - *6 Days Before SEISG Validation Meeting*: Read-ahead material is sent to SVB
  - *2 Days Before SEISG Validation Meeting*: Final JCR is sent to SV Board
- SEISG Validation Meeting, Monthly on the 2<sup>nd</sup> Full-Week Thursday of the Month
  - *2 Days After SEISG Validation Meeting*: Meeting minutes are posted to Intelink
  - *7 Days After SEISG Validation Meeting*: JCR is submitted for JCCB Review
- JCCB Meeting, Monthly on the 4<sup>th</sup> Full-Week Thursday of the Month
  - *2 Days After JCCB Meeting*: Meeting minutes are posted to Intelink
  - *2 Days After JCCB Meeting*: QA is performed on JCRP; JCRP is entered into PDMLink
- Results Notification
  - *2 Days After JCCB Meeting*: Joint Change Coordinator posts results to Intelink



# (U) ICN/RCN Coordination Process

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- If the ICN has been approved (and concurred with) and is simply *related* to an RCN
  - Add the ICN as an attachment to JCRP for completeness.
  - If below threshold, the WISG will indicate such upon submittal to the SVB; the change can be implemented by the design agencies immediately.
  - If above threshold, it follows the normal SEISG Validation process, just concurrent with the RCN.
- If the ICN is *dependent upon* the RCN and is needed for a relevant understanding of the RCN change (the change in the parent requirement is the driver for the derived ICD requirement)
  - Prepare a draft ICN and submit with the RCN to show the ICD change will be submitted upon approval of the RCN.
  - Do not send through a 20-day ICWG process (pointless to send through given all would have to non-concur anyway).
  - Provide RCN and draft ICN to the normal review group for the RCN, but also include the relevant ICWG members (i.e., BSC) for comment so that it can be resolved prior to RCN approval.
  - This will enable the approval of the ICN when it is then consequently submitted to the ICWG (and a WISG below threshold determination would likely be made).



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# Questions