



EROS IT Infrastructure Configuration Control Board Charter

Version	Date	Author	Description of Change
1.0	7/1/14	[REDACTED]	Original

COORDINATION:

EROS Director

Deputy Director

Administrative Officer

SUBJECT / TITLE: EROS IT Infrastructure Configuration Control Board Charter

DATE: 7/1/2014

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PREPARED BY:

Copies will be provided to:

Preparer	Date	Supervisor	Date
[REDACTED]			

OTHER COORDINATION: GS-N-EDC Federal Employees, CORs distribute to contracts, Collaborator Agency POC

STATUS: Permanent
 Temporary

EXPIRATION DATE: 6/30/2016

PROCEDURE / MEMO: Original
 Supersedes

PURPOSE: To establish a charter for the EROS IT Infrastructure Configuration Control Board.

UTILIZATION: Daily, Weekly, Monthly, Other (Per Charter)

TEXT: Charter follows on next page.

EROS IT Infrastructure Configuration Control Board Charter

1.0 Purpose

The EROS IT Infrastructure Configuration Control Board (CCB) identifies, reviews, and approves configuration changes and coordinates the implementation of changes to the IT Infrastructure at EROS. A change is defined as a modification to the baseline of the form, fit, or function of a system, including initial releases and subsequent updates to hardware and documentation identified as EROS IT Configured Items (CIs). The EROS IT Infrastructure CCB manages the interface between the EROS IT CCB and established CCBs across Agencies, Assessment and Authorization (A&A) boundaries, and projects with a physical location at EROS.

The scope of the EROS IT Infrastructure CCB is to authorize projects, organizations, and collaborators to deploy hardware or make changes to existing deployments within the EROS computer rooms. Examples of CIs are:

Location of Computer and IT hardware in Computer Rooms, Connection of Networks from External sources, Project Subnets, IT actions, Computer Room Personnel Access Control List, and IT policy and procedures.

2.0 Authority

The EROS IT Infrastructure CCB includes the Centerwide IT Team (CITT) Supervisor, who shall chair the CCB and has the authority over capability in the EROS IT computer rooms and EROS IT infrastructure.

Project representatives have the authority over hardware configurations, committing project funds, and directing personnel effort to implement approved IT infrastructure changes within their area of influence.

Members of the EROS IT Infrastructure CCB have the responsibility to represent the interests of their respective organizations and present proposed changes and additions to the CCB.

3.0 Membership

The EROS IT Infrastructure CCB consists of the following members:

- **USGS CITT Supervisor, who shall chair the CCB.** (*Consensus required for computer room changes.*)
- **USGS CITT Administrative Assistant, who will serve as the CCB Secretary.**

- **USGS EROS Facility Manager.** *(Consensus required for changes affecting power. Has a need to know of other changes but concurrence is not required.)*
- **USGS EROS IT Security Manager.** *(Consensus required for changes affecting IT security.)*
- **USGS EROS Physical Security Manager or Representative.** *(Consensus required for changes affecting physical property and personnel security.)*
- **USGS EROS Network Manager.** *(Consensus required for changes affecting network.)*
- **USGS EROS IT Manager.** *(Consensus required for changes affecting EROS centerwide infrastructure.)*
- **USGS EROS Branch Representative. Each Branch Manager to appoint one representative.** *(Consensus required for changes affecting the branches.)*
- **Optional Representatives from the A&A boundaries with a nexus to EROS at the discretion of the A&A Information System Security Officer (ISSO) with approval from the CCB Chair. May include personnel from agencies other than USGS.** *(Consensus required for changes to respective A&A boundaries and policies affecting systems within their boundaries.)*
- **Optional Project Representatives at the discretion of each EROS Project Manager with approval from the CCB Chair, and may include personnel from agencies other than USGS.** *(Consensus required for changes affecting systems within their project).*
- **Optional Subject Matter Experts may attend on an ad-hoc basis.** *(Non-voting.)*
- **Optional Collaborator POC or Collaborator Sponsor.**

The list of named CCB members, as well as IT personnel, is controlled by the CCB and maintained as a separate item by the CCB Secretary. See appendix A.

4.0 Scope

The EROS IT Infrastructure CCB responds to configuration change requests and coordinates the implementation of these changes. The EROS IT Infrastructure CCB is responsible for all aspects of IT Infrastructure Configuration Management (CM) at EROS for the following CIs:

- With sponsoring project, approves the inclusion of IT equipment within the EROS Computer Rooms.
- With sponsoring project and Facilities, approves the placement of IT equipment within the EROS Computer Rooms.
- Maintains a baseline of IT equipment in the EROS Computer Rooms.
- With EROS Network Services and sponsoring projects, approves the installation and operation of networks.
- Maintain a baseline of external network connections and internal subnets.
- With EROS IT Security and collaborating A&A boundaries, defines security perimeters within EROS.
- With EROS Facilities, approves the provisioning of electrical power and cooling within the EROS Computer Rooms.
- With EROS Facilities, reviews plans and schedules regarding the physical configuration of the EROS Computer Rooms.

Since it is expected that membership on this Board will interact with the IT professionals at EROS, the EROS IT Infrastructure CCB will serve as a forum for discussing other IT related issues, such as:

- Communicating and monitoring IT actions that apply to EROS IT systems as documented in the EROS IT Action Management procedure.
- Serve as the auditing body for the EROS Computer Room Access Control Lists.
- Maintain a list of System, Network, and Database Administrator personnel within EROS.
- Maintain a list of IT Security Personnel within EROS.

5.0 Roles and Responsibilities

5.1 CCB Chairperson

The CCB Chairperson has the responsibility to establish and execute a process where changes to the EROS IT infrastructure can be implemented in a controlled fashion.

5.2 CCB Secretary

The CCB Secretary will schedule the meetings, provide a conference room and phone number, invite CCB members, and distribute the meeting agenda. The CCB Secretary will also record the minutes of the meeting which include decisions made and actions assigned. The CCB Secretary will maintain a record of all CCB minutes in a secure location accessible to all CCB members.

5.3 CCB Members

CCB Members bring proposed changes to the CCB for discussion and approval.

Upon CCB approval, authorized project representatives have the authority to commit project funds or personnel effort to implement IT infrastructure changes within their area of influence.

6.0 Meetings

Meetings will be held twice monthly, typically on Wednesdays. CCB Members should provide proposed changes and other topics for inclusion in the agenda to the CCB Secretary. The CCB Secretary will schedule the meetings, provide a conference room and phone number, invite CCB members and distribute the meeting agenda. The CCB Secretary will also record the minutes of the meeting which include decisions made and actions assigned. The schedule, frequency, and attendee list for the CCB meeting will be updated as necessary.

A change may be implemented out of the normal meeting cycle, provided all affected parties agree with the change, the agreement is documented by the CCB Secretary, and the decision is documented in the minutes of the next regular CCB meeting.

7.0 Actions and Governance

In order for a proposed configuration change to be authorized for implementation by the CCB Chair, the CCB must reach consensus among voting members with no dissenting vote. If consensus is not possible, no change occurs, and the initiator may choose to have the discussion and decision tabled or elevated to the Center Director's office for appeal. An appeal sent to the Center Director's office will be in the form of a Decision Briefing discussing each alternative course of action.

Proposed changes, decisions, and actions will be documented in the minutes of the CCB by the CCB Secretary. Minutes will be posted in a location accessible to CCB members.

Formal IT Actions and Data Calls addressed within the CCB will be documented according to procedure EROS-OPS-03 IT Action Management.

9.0 Appendices

Appendix A. List of Named CCB Members and IT Personnel.

10.0 Distribution (via email)

GS-N-EDC Federal Employees
CORs distribute to contracts
Collaborator Agency POC

Appendix A. List of Named CCB Members and IT Personnel.

The list of named CCB members, as well as IT personnel, is controlled by the CCB and maintained as a separate item by the CCB Secretary.

CCB Role	Sponsoring Organization	Voting Member
CCB Chair	CITT Supervisor	Y
CCB Secretary	CCB Secretary	N
EROS IT Security Manager	Information Security Manager	Y
EROS Physical Security Manager	Physical Security Manager	Y
EROS Network Manager	Network Services Manager	Y
EROS IT Manager	EROS IT Manager	Y
EROS Facility Manager	Facility Team	Y
Branch Representative	Observing Systems Branch	Y
Branch Representative	Data Services Branch	Y
Branch Representative	Applications Branch	Y
Branch Representative	Research Branch	Y
Branch Representative	Administrative Services Branch	Y
Branch Representative	Coordination and Requirements Office	Y
A&A Boundary Representative	S&SS 232	Y
A&A Boundary Representative	LSDS	Y
A&A Boundary Representative	NMRP	Y
Project Representative	Landsat	Y
Project Representative	LTA	Y
Project Representative	SDW	Y
Project Representative	DAAC	Y
Project Representative	LSRD	Y
Project Representative	TOPO	Y