

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. DR-9
B. LINE ITEM TITLE: Configuration Management Plan					
C. OPR. UB-M	D. TYPE 2	E. INSPECT/ ACCEPT 2	F. REQ. See Section J	G. INITIAL SUB. See Section J	H. AS OF DATE See Section J
J. REMARKS: The Configuration Management Plan requires approval of the Director, International Space Station/Payload Processing. It shall be submitted within 30 days after contract start in draft form and revised to provide a final plan for approval within 120 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required. If there are no changes since the last update, the Contractor shall re-certify its accuracy NLT 1 October of each year.					
K. DISTRIBUTION Per Contracting Officer's letter.					TOTALS
					NO. TYPE

DATA REQUIREMENT DESCRIPTION

1. TITLE Configuration Management Plan	2. NUMBER DR-9
3. USE To describe the contractor's method for accomplishing the configuration management requirements of the contract.	4. DATE
	5. ORGANIZATION UB-M
7. INTERRELATIONSHIP	6. REFERENCES SOW 2.1.4

8. PREPARATION INFORMATION

8.1 SCOPE: The plan shall describe the contractor's management approach and planned implementation methods for accomplishing the configuration management requirements of the contract.

8.2 APPLICABLE DOCUMENTS:
 NSTS 07700 Volume IV, Configuration Management Requirements
 SSP 41170, Configuration Management Requirements
 KHB 8040.4, Payload Processing Configuration Management Handbook

8.3 CONTENTS: The plan shall address each of the following essential elements of CM: (1) configuration identification, (2) configuration control, (3) configuration status accounting, and (4) configuration verification. The plan shall describe the following:

- The relationship of these essential elements of CM to the contractor's organization, policies, procedures, implementation approach, and control systems that are to be used to ensure proper performance of all required contract CM activities
- Approach to satisfy the requirements of the above applicable documents
- Description of the CM activities, processes and systems to be employed to support Utilization and Logistics activities including tracking Inventory Management System label numbers in the As Built documentation
- Change evaluation and control processes for the approval of program requirements
- Planned reporting to the government of performance to plan in preparation for major milestone reviews and regularly scheduled weekly/monthly reviews

8.4 FORMAT: Contractor format is acceptable. Descriptive material (sketches, flow charts, drawings, photographs, tables, forms, graphs, worksheets, charts, etc.) may be included if needed to clarify or explain matters in the text.

8.5 MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.