

**CONFIGURATION MANAGEMENT  
DATA BASE (CMDB)  
SYSTEM SOFTWARE SPECIFICATION**

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## 1. SCOPE

### 1.1 IDENTIFICATION

The Intelligence Community requires continuous access to the best and newest applications to support its activities. In order for new applications to be produced in an efficient, functional and cost-effective way, configuration management data is required. The Configuration Management Data Base (CMDB) supports the intelligence mission by providing data management of configuration and development information on select applications. The CMDB does not duplicate configuration management data normally collected by software developers, but focuses on information required by Program Management Offices (PMOs) and end users to facilitate change to software based on priorities and efficient resource allocation. The CMDB provides support to the end users, the PMOs responsible for overseeing software development, and to the developers themselves.

### 1.2 PURPOSE

The CMDB is a web-based application that shall be used to support the Information Management (IM) function at Air Force Research Laboratory (AFRL) Rome Research Site (RRS), which provides services to multiple software programs. It shall support a mature, well-defined CM process that provides procedures for maintaining action items, problem reporting, document control, and software releases.

Ordinarily during the lifecycle of a software project, a set of requirements is obtained by interviewing the intended users and customers to identify their needs. These collected needs constitute the raw requirements. The CMDB User community has effectively been interviewed and a substantial history of their needs has been collected in the System Requirements Specification (SRS) and in Change Requests (CRs) written against earlier versions of the CMDB. CMDB Users have been interviewed for this document to substantiate the material in the available source documents. Several additions to this material have been discovered through this process.

### 1.3 DOCUMENT OVERVIEW

This document describes the CMDB system software requirements and is organized as follows:

- Section 1 of this document describes the purpose and organization of the CMDB SRS/Software System Specification (SSS)
- Section 2 identifies referenced documents
- Section 3 identifies general requirements
- Section 4 identifies the functional specifications of the CMDB
- Section 5 provides a Data Field Cross-Reference table
- Section 6 provides a requirements summary and test methodology table
- Section 7 lists the acronyms used in this document

### 1.3.1 TERMS

The following terms are used throughout this document:

- **Acronym** – Abbreviation for multiple word title. For CMDB purposes, it is also a field that describes a Document Title.
- **Action Item (AI)** - A management tool used to identify and track program issues.
- **Address Indicator Group** – A collection of Automatic Digital Network (AUTODIN) message Plain Language Addresses (PLAs) for a related group of users.
- **Application** – Software that meets specific functional requirements (e.g., Imagery Exploitation Support System [IESS], Communications Support Processor [CSP] ). The term **Intelligence Mission Application (IMA)** is also used to designate an automated information system that has been selected or designated as the standard application to support standard processes for a functional activity.
- **CMDB User** – An individual with an account enabling full or partial use of the functionality of the CMDB.
- **Change Request (CR)** - A new requirement or enhancement that is not part of the current baseline software requirements.
- **Configuration Management Data Base (CMDB)** - An automated status accounting tool used to record and report information related to programs supported by the IM Services Group.
- **Development Contractor or Developer (Dev)** - The organization or company that performs the actual development of intelligence software. Developer is also a role/permission set assigned to specific CMDB Users.
- **Document Review Report (DRR)** – A change mechanism to identify discrepancies in program documentation.
- **Hot List** – A list of CMDB User selectable CMDB records that are of particular interest to that individual User. The Hot List capability provides automatic notifications and is a link to those items selected.
- **Information Management (IM)** - The IM Services group at Air Force Research Laboratory (AFRL) at Rome Research Site (RRS). This team of people was formerly known as the CM group or Common User Baseline for the Intelligence Community (CUBIC) CM.
- **IM Account Manager** – An individual in the IM group responsible for managing CMDB activities for specific Programs.
- **Integration** - The arrangement of systems in an architecture so that they function together in an efficient and logical way.

- **Interface** - The functional and physical characteristics required at a common boundary between two or more hardware/software products.
- **Interoperability** - The ability of the systems, units, or forces to provide services to and accept services from other systems, units, or forces, and to use the services so exchanged to enable them to operate effectively together. The conditions achieved among communications-electronics systems or items of communications-electronics equipment when information or services can be exchanged directly and satisfactorily between them and/or their users.
- **Library** - A centralized collection of all supported program documentation and software as part of IM services. Documents are available hardcopy, softcopy, or on-line. The library maintains the current and two previous versions of software release documentation.
- **Library Catalogue** – The listing of individual library items existing in the physical Library located at AFRL RRS.
- **Library Item** – Software and documentation listed in the Library Catalogue. Normally software and documentation associated with Programs supported by the IM Services Group.
- **Multiple Application Problem (MAP)** - The mechanism used to coordinate changes between applications when a Problem Report (PR), Change Request (CR), or Requirement (RQMT) affects multiple programs.
- **Note** – A function within the CMDB that enables the User to add additional information to a record.
- **Originator (Orig)** – An individual initiating a record in the CMDB.
- **Plain Language Address (PLA)** - An address consisting of the site name, its location, and any appropriate office symbols, e.g., AFRL ROME NY//IFEB//.
- **Point of Contact (POC)** – Personal data for any individual of interest to a Program. Includes name, address, telephone, etc.
- **Problem Report (PR)** - A report describing a software deficiency where the software does not function as documented by the program requirements.
- **Profile** - A profile is a collection of information maintained by IM Services to identify CMDB Users. The profile contains information on street and electronic mailing addresses, phone numbers, AUTODIN message PLAs, facsimile numbers, and programs of interest. The profile also includes the justification for why a User has access to the CMDB. It also provides information on the roles/permissions assigned to a CMDB User.
- **Program** - All the activities and processes involved in creating and maintaining an application.
- **Program Management Office (PMO)** - The PMO is responsible for developing an acquisition strategy, planning the program by developing a management approach, budgetary estimates and alternatives, program schedules, contract strategies and structures, and conducting the day-to-day

management of the program's development, enhancement, or maintenance. The PMO is also responsible for directing the development contractor and ensuring adequate testing of the application to minimize the number of errors experienced by users. The PMO is also a role/permission set for the CMDB.

- **Requirement (RQMT)** - Information used to track Program level requirements for future versions. These requirements translate to application program specifications.
- **Role** - CMDB roles are a predefined set of permissions. Role defines what functionality is available to an individual CMDB User.
- **Site** – A logical grouping, based on physical location and operational requirements, of organizations. This includes operational units receiving software supported by the IM Services Group, PMOs, and administrative units.
- **Site User** - Any organization or individual that operates or is affected by software applications supported by the IM Services Group. Site User is also a defined role with select permissions to access data in the CMDB.
- **Software Problem Report (SPR)** - A report describing a software deficiency whereby the software does not function as documented by program requirements during design reviews and development contractor-run testing.
- **Software Release** - A software release is made up of the software application media and associated documentation. The IM Services Group tracks and stores detailed information regarding software releases and supports reproduction and distribution of releases for programs.
- **Software Version Description (SVD)** - The document that identifies the exact version and contents of the software release packages and contains the following information: document identification, inventory and description of release package contents, PR/CR change summary, and interface compatibility.
- **Tasking Letter** - A Tasking Letter conveys formal tasking from the PMO to the development contractor to implement a software change.
- **Test Finding** - A report on deficiencies in documentation or failures in software recorded by formal testing (Joint Integration Test Facility [JITF], Joint Interoperability Test Command [JITC], and Security).
- **Tester** – Formal test groups such as JITF, JITC or security are known as testers. This is also a role/permission set for use of the CMDB.
- **Work Plan (WP)** - A document produced by the software Developer that identifies the estimated level of effort necessary for implementation of the required software change.

## 2. REFERENCED DOCUMENTS

- AFRL RRS/IFEB, *Common User Baseline for the Intelligence Community (CUBIC) Configuration Management Plan*, August 2001
- AIA 497th Intelligence Group /INDS, *Test and Evaluation Policy for Department of Defense Intelligence Information System (DoDIIS) Intelligence Mission Applications (IMA)*, April 1999
- AFRL RRS/IFEC, *JITF DoDIIS Integration Requirements and Evaluation Procedures, Version 2.1*, October 1999
- DoDIIS Management Board, *DoDIIS Instructions 2000*, February 2000.
- *Protecting Sensitive Compartmented Information Within Information Systems (DCID 6/3)-Manual*, 1999
- *Joint DoDIIS/Cryptologic SCI Information Systems Security Standards*, March 1998
- Public Key Infrastructure (PKI) Guidance as identified at <https://afpki.lackland.af.mil>

### **3. GENERAL REQUIREMENTS**

The section documents requirements that apply across the CMDB and related to the “usability” and access to the application.

#### **3.1 ARCHITECTURE**

The CMDB shall provide access to data to improve communication among PMOs, Executive Agents, Developers, and Site Users located around the world. The CMDB shall be network-based to facilitate communications with these organizations. Multiple networks shall be involved, including Internet, Intelink, and various organizations’ Intranets. Web-based technology shall be used to support ready updates to CMDB software and simplify access to data.

##### **3.1.1 NETWORKS**

Multiple networks with differing classifications due to security requirements shall be necessary. This results in multiple servers storing duplicate data, where allowable. The CMDB shall be accessible on Internet, SIPRNET and Intelink networks and various Intranet networks.

##### **3.1.2 BROWSERS**

The CMDB shall be a browser accessible web-based application compatible with Netscape® and Internet Explorer®.

##### **3.1.3 DATA BASE MANAGEMENT SYSTEM (DBMS)**

A commercial relational DBMS shall be used.

#### **3.2 UTILITY AND CONSISTENCY**

The User shall be required to remember the fewest number of protocols possible to navigate through the screens, windows, and menus in CMDB. Similar actions shall be performed in the same way and be invoked by the same name and control style.

##### **3.2.1 GRAPHICAL USER INTERFACE (GUI)**

A GUI shall be used to provide consistent interface protocols and methods to the end User.

###### **3.2.1.1 Screen Color**

CMDB background and foreground colors shall be chosen to maximize contrast for readability.

###### **3.2.1.2 Browser Functionality**

Standard tools, like window closure, shall appear in the standard locations (e.g. "File" drop down menu, upper screen corners, etc.).

### **3.2.1.3 Common Functionality**

Functions shall be performed in the same manner regardless of function area or browser screen location, e.g.:

- Closing a window shall always be called by the same name. If "close" is the chosen name, then "exit" or "quit" or "logout" shall not be used.
- The command shall be implemented in the same manner in every window where it exists, always as a button or always as a pull-down menu entry or consistently in any other form.

### **3.2.1.4 Function Availability**

Functions not available to a CMDB User due to Role/Permissions set shall be grayed out.

## **3.2.2 HELP FACILITY**

The CMDB shall also provide data field level help.

## **3.3 DATA MANAGEMENT**

Consistent protocols shall be used across all data and record types stored within the CMDB.

### **3.3.1 DATA ENTRY**

The data entry screen shall show a form with fields for the currently selected type of data to be entered. All screen information should be descriptive and should not use Acronyms.

#### **3.3.1.1 DATA IMPORT**

The CMDB shall provide the capability to import data from other sources such as Microsoft Excel or in tab separated or comma delimited format.

#### **3.3.2 DATA DISPLAY**

Data shall be displayed in the same form as used for the original data entry.

#### **3.3.3 DATA UPDATE**

Updates shall be accomplished using the data display screen. Updating a record shall be accomplished by entering the new information in the appropriate fields of the currently displayed record, then submitting it to replace the record in storage.

#### **3.3.4 DATA RESET**

There shall be a "Reset" button to return the form to its contents before a series of field changes were made. Reset shall take effect only if used before the record with its new series of changes is submitted for update.

### **3.3.5 QUERY DATA**

A search capability with Boolean parameters shall be provided to search various fields in the CMDB.

#### **3.3.5.1 Null Values & Blank Fields**

The CMDB shall provide the capability to search for null values and blank fields.

#### **3.3.5.2 Multiple Selects**

The CMDB shall perform multiple selects of various data within an individual query (e.g. Operating System is equal to 2.5.1 and 2.6) for selected fields.

#### **3.3.5.3 Select Query Results**

The CMDB shall provide the capability to select multiple items from a query results list.

### **3.3.6 SORT DATA**

A sort capability shall be provided to sort the results from any query against CMDB data.

#### **3.3.6.1 Alphanumeric and numeric sorts**

Sorts shall be appropriate to the data displayed (e.g. page numbers in DRRs should be sorted in numeric order).

### **3.3.7 PRINT DATA**

The CMDB shall provide the capability to print records from queried data.

#### **3.3.7.1 Print Individual Records**

The CMDB shall provide the capability to print individual records from within the record or by selecting the record from a query hit list.

### **3.3.8 NOTIFICATION MANAGEMENT**

The CMDB shall provide the capability to manage all System generated Notification Messages.

#### **3.3.8.1 Sort Notification Messages**

The CMDB shall provide the capability to sort Notifications based on the columns displayed (i.e. Program and configurable item).

#### **3.3.8.2 Delete Notification Messages**

The CMDB shall provide the capability to delete selected contiguous and non-contiguous Notification Messages.

### 3.3.8.3 Delivery of Notification Messages

The CMDB shall provide the capability to deliver Notification Messages to CMDB users via electronic mail or within the CMDB system based on User preference.

### 3.3.9 NOTES

The CMDB will provide the capability to add Notes to various records created and stored within the CMDB, for which a given user has access. The existence of notes will be reflected within the record with the Originator of the note, creation date, and the Note type (i.e. Informational, Concurrence, Financial, and Historical) identified. The first line of the Note will also be displayed to readily identify the intent of the Note.

#### 3.3.9.1 Restrict View of Notes

Provide capability to restrict the view of all Notes to IM, PM and the Originator of the Note.

#### 3.3.9.2 Unrestrict Access to Notes

Provide the capability to IM, PM and the Originator to unrestrict access Notes so that they are visible to CMDB Users with permission to access the Program's data.

#### 3.3.9.3 Maintain Select Information

The CMDB will maintain selected archived information where it is used in other CMDB records to include originator information.

## 3.4 DATA ACCESS

Each function may only be performed by certain CMDB User roles. Section 4 describes the functional requirements.

Functional requirements are followed by a list of initials of CMDB User roles within curly brackets. For example, function XYZ can only be performed by the IM Services Group, the PM and the Developer, so its reference would read "XYZ {IM,PM,Dev}". Data can only be accessed through the given functions. CMDB User roles are defined below:

### 3.4.1 ROLES/PERMISSIONS

The CMDB User's assigned role designates permission for function access. Some CMDB functions shall be accessible by all roles, while others shall not be available based on authority and IM processes. Certain restrictions also apply for security purposes and data integrity. These restrictions and assignments of Roles shall be modifiable and replaceable by the IM Account Manager.

The following describes the requirement for each of the roles/permissions that shall be available to CMDB Users. Note: the CMDB User role abbreviations follow the User title in parentheses. In addition to each of these formal roles, any CMDB User creating a record in the CMDB is considered the **Originator (Orig)** of that record and is granted specific privileges that apply only to those records.

**3.4.1.1 Program Management Office (PM)**

The PMO shall be responsible for ensuring that the needs of the site User are met. This is accomplished through contract supervision. The PMO shall be responsible for all management of the software development activity for a given program. The CMDB shall provide a role appropriate for this level of activity.

**3.4.1.2 Developer (Dev)**

The Developer shall provide software and other deliverables as required by the contract. The Developer shall perform the actual software development for a program. The CMDB shall provide a role appropriate for this level of activity.

**3.4.1.3 Tester (Tester)**

Testers are involved in formal testing of software applications to include those supported by the IM Services Group and other applications throughout the Intelligence Community. The tester shall create software and documentation findings, which shall be identified as Test Findings. The CMDB shall provide a role appropriate for this level of activity.

**3.4.1.4 IM Account Manager (IM)**

IM Account Managers shall control the flow, storage and access to information concerning the development, maintenance and distribution of applications. They shall also control the configuration of the CMDB. The CMDB shall provide a role appropriate for this level of activity.

**3.4.1.5 Site User (User)**

The site User shall have various interests in the data stored in the CMDB, but no managerial role in its storage or access. Site Users are individuals who use the programs supported by the CM process. The CMDB shall provide a role appropriate for this level of activity.

**3.4.1.6 System (SYS)**

This refers to actions performed automatically by the system. The CMDB shall provide the capability to accomplish functions assigned to this role.

**3.4.1.7 Additional Access Restrictions**

The CMDB shall provide the capability to restrict access to data based on data field contents. CMDB Users shall not be able to change the value in a classification field if it is currently "S" (SECRET). Access restrictions may also be made for certain records based on Originator requirements as defined in Section 4 of this document.

### **3.4.2 PASSWORD MANAGEMENT**

Access to the system as a whole shall be restricted to accounts associated with registered users. No one shall be able to access the CMDB without an active account and without supplying a valid password.

#### **3.4.2.1 System Assigned Passwords**

The system shall automatically assign an initial password upon CMDB User Profile validation.

##### **3.4.2.1.1 System Assigned Password Expiration**

The system assigned password shall expire three weeks after CMDB User Profile validation.

#### **3.4.2.2 Reset Passwords by IM Account Managers**

This shall provide the capability for a IM Account Managers to reset any CMDB User's password.

#### **3.4.2.3 Update Passwords by CMDB Users**

This shall provide the capability for CMDB Users to update their own passwords.

##### **3.4.2.3.1 Password Update on Initial Log-in**

The CMDB User shall change the system password upon initial log-in to the CMDB.

#### **3.4.2.4 CMDB User Password Expiration**

CMDB User selected password shall expire six months after update.

##### **3.4.2.4.1 Thirty Day Password Notification**

This shall provide notification to users to change CMDB User passwords 30 days prior to automatic expiration.

#### **3.4.2.5 Password Expiration**

Upon password expiration, the User shall not be permitted to perform any CMDB functions.

#### **3.4.2.6 Accept And Validate Input Password**

This shall provide the capability for the system to validate passwords. Valid passwords shall meet the following criteria:

- Eight character minimum
- Cannot be a dictionary word
- Must contain at least one numeric digit
- Must contain upper and lower case characters

### **3.4.2.7 Password Encryption**

This shall provide the capability to encrypt passwords during transmission and while in local or remote storage.

### **3.4.2.8 Automatic Lock-out**

The system shall automatically lock out a CMDB User after three unsuccessful log-in attempts.

## **3.5 REPORTS**

The purpose of a data base is to store data for use. Formal reports, whether in standardized format or “ad hoc”, shall allow Users to manipulate CMDB data to meet their needs and address critical issues.

### **3.5.1 STANDARD REPORTS**

Standard reports shall be pre-formatted reports provided by the system. Contents shall be based on a CMDB User defined query.

#### **3.5.1.1 Database Reports**

The chosen form of report shall be displayed on the screen for review by the User.

#### **3.5.1.2 Select Standard Reports**

This shall provide a listing of standard reports and display formats upon selection.

#### **3.5.1.3 Print Standard Report**

The Standard Report will be printed using data from the last query selected by the CMDB User.

#### **3.5.1.4 Save Standard & Adhoc Reports to File as Text**

This shall provide the capability to create a new file on the workstation containing a text-formatted copy of the currently displayed report. Internet explorer and Netscape meet this requirement.

### **3.5.2 AD HOC REPORTS**

Ad hoc reports shall provide CMDB Users with the ability to select specific data fields from a function to customize reports that meet their individual requirements.

#### **3.5.2.1 Generate Ad Hoc Reports**

The CMDB shall provide the capability to generate ad hoc reports, which enable CMDB User selection of key information.

#### **3.5.2.2 Report Order**

Provide the capability to organize report data according to the user’s preference. The CMDB will have a pull down menu with all the report fields where users can organize their data.

### **3.5.2.3 Save Ad Hoc Report Formats**

This shall provide the capability to save the characteristics defined for an ad hoc report for later use against the data base. The saved reported will only be accessible to the CMDB User who created it.

### **3.5.2.4 Print Ad Hoc Report**

This shall provide the capability to print a copy of the currently displayed ad hoc report using data from the User's most recent query.

### **3.5.2.5 Save Ad Hoc Report to File as Text**

This shall provide the capability to create a new file on the workstation containing a text-formatted copy of the currently displayed report.

### **3.5.2.6 Save Ad Hoc Report to MS Word**

This shall provide the capability to create a new file on the workstation containing a text-formatted copy of the currently displayed report. The file format will include specific field delimiters so that the file can be imported into Microsoft Word as a table.

### **3.5.2.7 Remove Ad Hoc Report**

This shall provide the capability for the User to delete previously defined and saved ad hoc report definitions.

### **3.5.2.8 Saving Template Ad Hoc Reports**

The CMDB will provide the capability to save Adhoc reports as templates for future use.

## **3.6 SECURITY**

Security encompasses both access control and information classification issues.

### **3.6.1 ACCESS CONTROL**

Access control shall be provided through the assignment of User accounts and passwords to ensure that only authorized Users may access the CMDB system and any specific information within it.

### **3.6.2 CLASSIFIED INFORMATION**

The majority of the data stored in the CMDB shall be unclassified. But certain data in specific fields can be classified SECRET.

#### **3.6.2.1 Security Documentation**

See Section 2 for Security documentation that is applicable to the CMDB.

### **3.6.2.2 Security Requirements**

The CMDB will comply with applicable security requirements and Public Key Infrastructure (PKI) requirements as determined by Defense Intelligence Agency (DIA) and Air Force Security Certifiers and Air Force Network Administrators.

### **3.6.2.3 Field Level Classification**

The CMDB shall provide field level classification on Intelink.

### **3.6.2.4 Prohibit JAVA Applet Use**

The CMDB shall not use JAVA Applets.

## **3.6.3 DATA SYNCHRONIZATION**

The Intelink Server shall store the master CMDB data base. Data will also be created on other available CMDB servers. Data shall be synchronized, based on classification, across all servers.

### **3.6.3.1 Internet to SIPRNET and Intelink**

Data created on the Internet server shall be imported into the Secure Internet Protocol Routing Network (SIPRNET) server and to the Intelink server to maintain the master CMDB data base.

### **3.6.3.2 SIPRNET to Internet**

Unclassified data created on the SIPRNET server shall be imported to the Internet server.

### **3.6.3.3 SIPRNET to Intelink**

All data created on the SIPRNET server shall be imported to the Intelink server.

### **3.6.3.4 Intelink to SIPRNET**

All data created on the Intelink server that is of the appropriate classification level (e.g. SECRET and below) shall be imported to the SIPRNET server.

### **3.6.3.5 Intelink to Internet**

Unclassified data created on the Intelink server must be imported to the Internet server.

## **3.7 DATA INTEGRITY**

Techniques shall be implemented to ensure data integrity.

### **3.7.1 SYSTEM BACKUPS**

The CMDB shall provide back-up, mirroring or replication to ensure there is no loss of data.

### **3.7.2 AUDITS**

All transactions on records shall be logged and audited including identification of the transaction, transaction Originator, and date.

### **3.7.3 LEGAL VALUES**

User data entry shall be checked for legal values before being accepted. Areas checked will include:

- Date ranges
- Known value ranges
- Selection from small sets of known legal values
- Other field-specific constraints on legal values

### **3.7.4 DATE DISPLAYS**

Dates shall be displayed consistently on all screens in the following format: DD-MMM-YY.

## **3.8 MISCELLANEOUS REQUIREMENTS**

Miscellaneous requirements capture requirements mandated by higher authority. These requirements cannot be traced to any CMDB User nor derived from User requirements, but are necessary for the success of the program.

### **3.8.1 Y2K COMPLIANCE**

The CMDB shall be Y2K compliant.

### **3.8.2 CMDB DOCUMENTATION**

Appropriate documentation shall be developed to support the CMDB. This includes but is not limited to:

- System Requirements Specification
- Data Base Design Document
- Data Base Dictionary
- Installation and Configuration Guide
- User Manual
- System Administration Manual
- Software Version Description Document
- Security Documentation, as required
- Test Plans and Procedures



#### 4. FUNCTIONAL SPECIFICATIONS

The CMDB is currently operational in version 2.1. Consequently, many of the requirements listed here have been obtained from the system "as built". The working assumption is that an existing system feature exists due either to a design/implementation decision or due to a User requirement.

CMDB requirements are grouped into four functional areas:

- Tracking
- Library
- Communication
- Support

Each Functional Area contains Functions (e.g., PR/CR, DRR, Software Release, etc.) as depicted in Figure 4-1. The *CUBIC Configuration Management Plan* describes the processes related to each of these Functions.

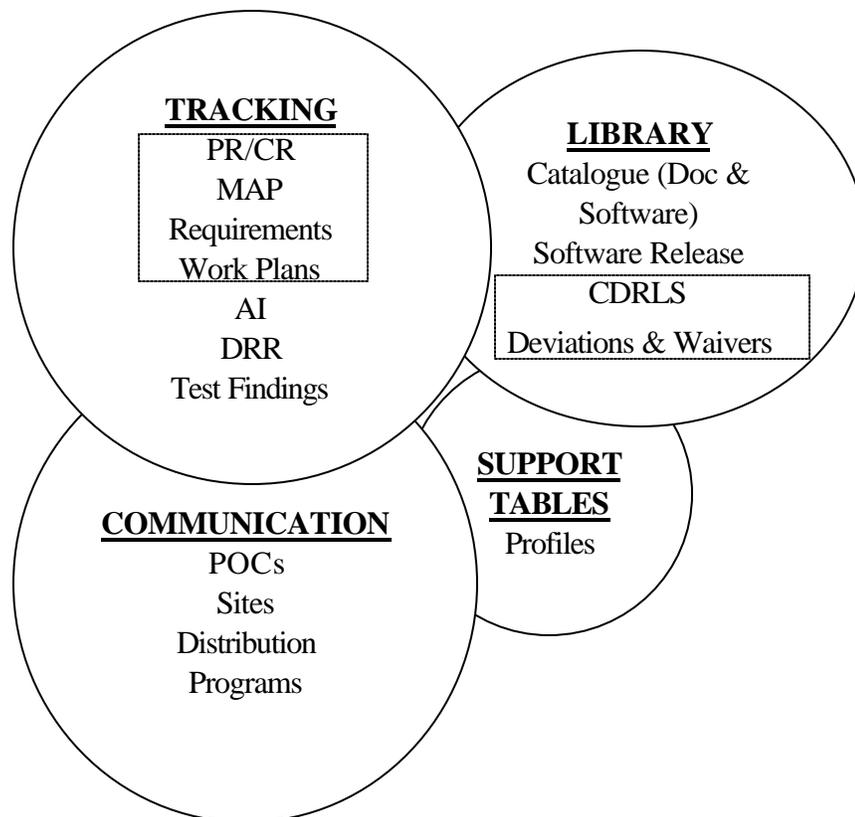


Figure 4-1 CMDB Functional Areas

Information regarding the requirements related to each Function is presented as follows:

- Paragraph number – is also the requirement number for requirements traceability purposes
- Requirement title – provides a brief descriptor for identifying the requirement
- The role types with access to the function described in the requirement are included in the curly brackets following each requirement title. These roles indicate that the CMDB User has permission to perform the defined function.
- The initial information presented provides a brief description of what the function provides to the CMDB User.
- The data fields associated with the function are defined in two types:
  - Fields generated by the system, which are labeled "DBM fields" are generated and used by the system and are not changeable by the CMDB User.
  - Fields editable by a CMDB User.

#### **4.1 TRACKING**

The tracking functional area allows CMDB Users to log, track and monitor items that affect change to programs supported by IM Services. The following are requirements of the tracking functional area of the CMDB.

##### **4.1.1 PROBLEM REPORTS AND CHANGE REQUESTS AND REQUIREMENTS (PR/CRS AND RQMTS)**

A PR is a software discrepancy that identifies an unmet documented requirement for a program. A CR is an enhancement to the program baseline. Both are used to identify changes to be incorporated in new versions of software under development. The following is data required for processing PR/CRs. RQMTs store program level requirements that may or may not have been implemented.

- **DBM Fields**
  - PR/CR/RQMT ID – Unique number generated by the system, which identifies the PR/CR or RQMT.
  - Originator – Identifies the individual reporting the PR/CR/RQMT.
  - Site Id – The location of the Originator.
  - Classification (set automatically to "S" if impact code = 1)
  - Date Created – The date that the record or item was created.
  - Date Updated – The date the record or item was updated.
  - Status Review – The collection of all statuses applied to the record and the date the status was reached.

- **Editable Fields**

- **Originator Impact** – The impact number assigned by the Originator of the record and denotes the Originators analysis of the severity of the problem. The numbers range from one to five with one being the most severe.
- **Impact** – The impact number denotes the severity of the problem. This field identifies the actual impact of the PR/CR/RQMT as assigned by the PMO and may or may not be equal to the Originator Impact code.
- **Program** – The application the PR/CR/RQMT is written against, (e.g. IESS, CSP, CSE-SS, etc.)
- **Version** – The version number assigned by the program to a particular software baseline, (e.g., 1.1, 2.0.1, etc.)
- **Operating System** – The version number and name of the Operating System used by the program software version, (e.g., Solaris 2.6).
- **Type** – This identifies the type of record being tracked, either PR, CR or RQMT.
- **Test Phase** – The phase of testing where the PR/CR was identified, (e.g., Alpha, Factory Acceptance Test (FAT), Beta I, Beta II).
- **Classification** – The classification of the record, either Unclassified or SECRET.
- **Functional Area** – This field identifies a functional area in program software that a PR/CR can be grouped into (e.g., print, data base, imagery, etc.)
- **Title** – The title provides a brief description of the PR/CR/RQMT.
- **Description** – A detailed description of the problem identified by the PR/CR or RQMT.
- **Source** – A free form field that allows identification of record origination information (e.g., program reviews, technical exchange meetings, User groups, exercises, etc.)
- **Additional Information** – A free form field that allows the Originator of the record to document pertinent data that is not applicable to other data fields.
- **Restricted** – A field that identifies if the PR/CR/RQMT is visible to CMDB Users with access to program data.
- **Projected Version** – The software version that is projected to implement the change for the identified PR/CR/RQMT.
- **Fixed Version** – The software version that actually implements the change for the identified PR/CR/RQMT.
- **Affected Organization(s)** – Identifies organizations/sites affected by the PR/CR/RQMT.

- Status - A collection of information that identifies the status of the PR/CR/RQMT based on process.
  - Originator Status – the status of the PR/CR/RQMT as viewed by the Originator of the record.
    - Open
    - Closed
    - Problem Still Exists
    - Withdrawn
  - Developer Status – The status of the record as identified by the contracted Developer implementing the change required by the PR/CR/RQMT.
    - Work Plan Submitted
    - Revised Work Plan Submitted
    - Closed
  - Program Status – the overall status of the PR/CR/RQMT as identified by the PMO and IM Services.
    - New
    - Accepted
    - Approved by Configuration Control Board (CCB)
    - In Review
    - Review by Higher CCB
    - On Hold
    - Open
    - Request Additional Information
    - Work Plan Requested
    - Work Plan in Review
    - Work Plan Rejected
    - Revised Work Plan Requested
    - Work Plan Approved
    - Revised Work Plan Approved

- Implemented
  - Problem Still Exists
  - Rejected
  - Withdrawn
  - Closed
- Work Plan Request Date – the date a Work Plan was requested for the PR/CR/RQMT.
  - Work Plan Approved Date – the date a Work Plan is approved by the PMO.
  - Engineer – the Program engineer assigned to work the problem.
  - Notes - A collection of information that is attached for reference to the record. Any one with access to the PR/CR/RQMT can generate this free form field and apply it to the PR/CR/RQMT.
  - Cross-Reference - identifies other records, as appropriate, within the CMDB that are related to the PR/CR/RQMT.

#### **4.1.1.1 Generate a PR/CR/RQMT {All}**

Provide the capability to generate PR/CR/RQMT records.

##### **4.1.1.1.1 Generate PR/CR/RQMT Originator Data From User Profile {SYS}**

Provide the capability, upon PR/CR/RQMT generation, to automatically complete required Originator information based on POC data.

##### **4.1.1.1.2 Identify Code 1 PRs as Classified {SYS}**

Provide the capability that upon Originator selection of a 1 in Impact Code to automatically fill the classification field with “Secret”.

##### **4.1.1.1.3 Prohibit Acceptance of Code 1 PRs on Internet CMDB Server {SYS}**

Provide the capability that prohibits an Originator from submitting a Code 1 PR using the Internet CMDB.

##### **4.1.1.1.4 Automatic Notification of Restricted PR/CR/RQMT {SYS}**

Upon creation of a restricted PR/CR/RQMT automatically provide notification to IM and PM.

##### **4.1.1.1.5 Automatic Notification of Unrestricted PR/CR/RQMT {SYS}**

Upon unrestriction of a PR/CR/RQMT automatically provide notification to IM, PM and any CMDB User with that Program’s access.

**4.1.1.2 Create PR/CR From Existing Testing Finding {IM, PM}**

Provide the capability to create a PR/CR record from an existing Test Finding.

**4.1.1.3 Import PR/CR/RQMTs {IM, PM}**

Provide the capability to import PR/CR/RQMTs from sources outside of the CMDB. Several external sources of PR/CR/RQMT exist. A common portable form for this data is in a plain-text, delimited file. CMDB shall at least accept such a delimited file as data input to PR/CR/RQMT records. Acceptance of additional forms, like spreadsheets or Microsoft Word tables, would be permitted, but not required.

**4.1.1.4 Assign a Unique Identifier Number to the PR/CR/RQMT {SYS}**

Provide the capability to assign a unique identifier number to the PR/CR/RQMT. The format for PR/CR/RQMT ID number is:

- Site ID – Program – 2 digit Year – 3 digit number - and a “P”, “S” or “J” for identifying the network on which the PR/CR/RQMT is created.

**4.1.1.5 Restrict Access to PR/CR/RQMT {IM, PM}**

Provide the capability to restrict access to PR/CR/RQMT records so that they are not visible to designated roles or groups of users.

**4.1.1.6 Unrestrict Access to PR/CR/RQMT {IM, PM}**

Provide the capability to unrestrict access to the PR/CR/RQMT so that they are visible to CMDB Users with permission to access the Program’s data.

**4.1.1.7 Update PR/CR/RQMTs {IM, PM}**

Provide the capability to change any field in a selected PR/CR/RQMT.

**4.1.1.8 Cross-Reference PR/CR/RQMTs {IM, PM, Orig}**

Provide the ability to cross-reference multiple PR/CR/RQMTs, MAP and DRRs from various programs to the PR/CR/RQMT.

**4.1.1.9 Link to Cross Referenced Records for PR/CR/RQMT {SYS}**

Provide the capability to link to cross-referenced records as identified.

**4.1.1.10 Global Change for PR/CR/RQMTs {IM, PM}**

Provide the capability to make a change in multiple PR/CR/RQMT records.

**4.1.1.11 Notification to PMs of Potential Interface Issues {SYS}**

Provide automatic notification to potentially affected PMs at any point in the PR/CR lifecycle, upon validation that the identified PR/CR may affect their program.

**4.1.1.12 Tag PR/CR as a MAP {IM, PM}**

Provide the capability to designate the PR/CR as a MAP.

**4.1.1.13 Tag PR/CR/RQMT as a Hot Item {All}**

Provide the capability for a CMDB User to identify a PR/CR as a “hot item”.

**4.1.1.14 Display PR/CR/RQMT Hot List {All}**

Provide the capability for the CMDB User to display a personal Hot List.

**4.1.1.15 Remove Hot Item Tag for PR/CR/RQMTs {All}**

Provide the capability to remove PR/CRs from a CMDB Users Hot List.

**4.1.1.16 Link PR/CR/RQMT to Work Plan {SYS}**

Provide an automated capability that upon Work Plan generation a link is created to the referenced PR/CR/RQMT. Multiple Work Plans may be associated with an individual PR/CR/RQMT.

**4.1.1.17 Review PR/CR/RQMT Status {All}**

Provide the capability to review the complete status history of each PR/CR/RQMT.

**4.1.2 MAPS**

A MAP is a requested change that affects more than one program. A MAP assists in identifying the impact of the change and coordinating implementation of the change across multiple programs. As such, the MAP is not “owned” by an individual Program. The PM role identified here relates to all affected PMs. A MAP is normally created as the result of analysis of a PR/CR. The following is data required for processing MAPS.

**• DBM Fields**

- MAP ID - Unique number generated by the system, which identifies the MAP.
- Status Review - The collection of all statuses applied to the record and the date the status was reached.
- Originator - Identifies the individual reporting the MAP.
- Site Id – The location of the Originator.
- Classification (set automatically to "S" if impact code = 1)
- Date Created – The date that the record or item was created.
- Date Updated – The date the record or items was updated.

**• Editable Fields**

- Originator Impact – The impact number assigned by the Originator of the PR/CR/REQ record and denotes the Originators analysis of the severity of the problem. . The numbers range from one to five with one being the most severe.
- Initiating Program – The PMO generating the MAP in response to a PR/CR/REQ.
- Programs Versions Operating Systems – A listing of affected programs, their associated version number and related operating systems.
- Title - The title provides a brief description of the MAP as identified by the Initiating Program.
- Description – A detailed description of the problem identified by the MAP.
- Source – A free form field that allows identification of record origination information (e.g. program reviews, technical exchange meetings, User groups, exercises, etc.)
- Additional Information – A free form field that allows the Originator of the record to record pertinent data that is not applicable to other data fields.
- Restricted – A field that identifies if the MAP is visible to CMDB Users with access to Program data.
- Projected Version(s) - The software version (s) that is/are projected to implement the change for the identified MAP.
- Fixed Version(s) – The software version that actually implements the change for the identified MAP.
- Status - A collection of information that identifies the status of the MAP based on process.
  - Open
  - Closed
  - Program(s) CCB Review
  - Program(s) CCB Approved
  - Program(s) CCB Disapproved
  - In work
- Notes - A collection of information that is attached for reference to the record. Any one with access to the MAP can generate this free form field and apply it to the MAP.
- Cross-Reference - Identifies other records, as appropriate, within the CMDB that are related to the MAP including various Programs related PR/CR records and Work Plans.

#### 4.1.2.1 Generate a MAP {IM, PM}

Provide the capability to generate MAP records.

**4.1.2.1.1 Generate MAP Originator Information From PR/CR/REQ Record {SYS}**

Provide the capability, upon MAP generation, to automatically complete required Originator information based on the PR/CR/REQ record initiating the MAP.

**4.1.2.1.2 Manual Entry in MAP Originator Information {IM, PM}**

Provide the capability, upon PR/CR/RQMT generation, to automatically complete required Originator information based on CMDB User profile data.

**4.1.2.2 Create MAP From Existing PR/CR/RQMT {IM, PM}**

Provide the capability to create a MAP record from an existing PR/CR/Requirement.

**4.1.3 WORK PLANS**

Work Plans contain detailed estimates of the resources required to make changes requested in the PR/CR/RQMT or MAP. The government uses this information in its decision to approve the changes. The following is data required for processing Work Plans.

- **DBM Fields**
  - Work Plan ID - Unique number generated by the system, which identifies the Work Plan.
  - Originator - Identifies the individual reporting the Work Plan.
  - PR/CR/MAP/RQMT Title – the title of the PR/CR/MAP/RQMT for which the Work Plan is written.
  - Program – The application the PR/CR/RQMT is written against, (e.g. IESS, CSP, CSE-SS, etc.)
  - Version - The version number assigned by the Program to a particular software baseline,(e.g. 1.1, 2.0.1, etc.). This is supplied by the PR/CR/RQMT for which the Work Plan is being created.
  - Date Created - The date that the record or item was created.
  - Date Updated – The date the record or items was updated.
- **Editable Fields**
  - Problem Type – Indicates the cause or source of the PR/CR/RQMT/MAP (e.g. design, code error, configuration, requirements, etc.).
  - Suspense Date – The date by which the effort described in the Work Plan must be completed.
  - Description – Provides an overview of what must be done to implement the PR/CR/MAP/RQMT.

- CSCI – Identifies the CSCIs that shall be impacted by implementing the change required by the PR/CR/RQMT/MAP.
- Software Modules Affected - Identifies the software modules that shall be impacted by implementing the change required by the PR/CR/RQMT/MAP.
- System Impacts – Identifies any overall system impacts such as interoperability issues or hardware changes required in implementing the change for the PR/CR/RQMT/MAP.
- Security Impacts – Identifies any anticipated security impacts of the proposed change.
- Operating System Impacts – Identifies changes to the operating system (patches, new versions, etc.) required by the proposed change to implement the PR/CR/RQMT/MAP.
- Documentation Affected – Identifies what Program documentation shall be updated to support the proposed change.
- Additional Information - A free form field that allows the Originator of the record to record pertinent data that is not applicable to other data fields.
- Hours – documents the hours, by category, that shall be required by the Developer to implement by proposed change.
  - Analysis
  - Software Modification
  - Management
  - CM/Quality Assurance (QA)
  - Documentaiton
  - Testing
  - Miscellaneous Support
  - Total Hours
- Classification – The security classification of the Work Plan.
- Projected Version – The software version that the correction documented by the Work Plan is to be released in.
- Restricted – A field that identifies if the Work Plan is visible to CMDB Users with access to Program data.
- Notes - A collection of information that is attached for reference to the record. Any one with access to the Work Plan can generate this free form field and apply it to the Work Plan.

- Cross-Reference - identifies other records, as appropriate, within the CMDB that are related to the Work Plan.

#### **4.1.3.1 Generate Work Plans {IM, PM, Dev}**

Provide the capability to create up to three Work Plan(s) associated with a specific PR/CR/ RQMT.

##### **4.1.3.1.1 Work Plan Creation Contingency {SYS}**

Work Plan generation can only occur when the PM/IM Status of the related PR/CR/RQMT is “Work Plan Requested”.

##### **4.1.3.1.2 Revised Work Plan Creation Contingency {SYS}**

Creation of a revised Work Plan can only occur when the PM/IM Status of the related PR/CR/RQMT is “Revised Work Plan Requested”.

##### **4.1.3.1.3 Generate PR/CR/RQMT/MAP Data From Related Record{SYS}**

Provide the capability, upon Work Plan generation, to automatically complete required information based on related PR/CR/RQMT/MAP including the version number the item was written against.

##### **4.1.3.1.4 Manual Entry in to Work Plan Originator Data {IM, PM, DEV}**

Provide the capability to manually over write User generated Originator information.

#### **4.1.3.2 Assign a Unique Identifier Number to the Work Plan {SYS}**

Provide the capability to assign a unique identifier number to the Work Plan. The format for Work Plan ID number is:

- Name of Program – 2 digit Year – Number of Workplan for the Year for the application and a “T”, “S” or “J” for identifying the network on which the Workplan is created.

#### **4.1.3.3 Restrict Access to Work Plan {IM, PM, Dev}**

Provide the capability to restrict access to Work Plan records so that they are not visible to designated roles or groups of users.

#### **4.1.4 ACTION ITEMS (AI)**

AIs are used by Program to track significant activities/issues that must be completed or resolved by certain dates. The following is data required for processing AIs.

- **DBM Fields**
  - AI ID - Unique number generated by the system, which identifies the action item.
  - Originator - Identifies the individual reporting the Action Item.
  - Originator Site ID – The location of the Originator.

- Assignee Site ID (If Assignee is part of the POC data) - The location of the Assignee.
- Assignee Phone Number (If Assignee is part of the POC data) – the phone number of the Assignee.
- Date Created – The date that the record or item was created.
- Date Updated – The date the record or items was updated.
- Status Review – The collection of all statuses applied to the record and the date the status was reached.
- **Editable Fields**
  - Assignee – The individual assigned to complete the action identified in the Action Item. Data for this field should be selectable from the set of POCs affiliated with the Program for which the Action Item is generated. The field must also be able to accommodate manual entry in the event the assignee is not a CMDB POC.
  - Suspense Date – The date by which the action must be completed.
  - Program - The application the Action Item is written for (e.g. IESS, CSP, CSE-SS, etc.).
  - Classification – The classification of the Action Item record. Action Items should always be unclassified.
  - Title – The title of the Action Item, which provides a brief overview of the action required.
  - Description – Detailed information on the action required.
  - Source – Source provides information on the origination of the Action Item, e.g. specific meetings or reviews.
  - Additional Information – Provides a location for miscellaneous information regarding the Action Item record.
  - Disposition – Provides a running account of the activities undertaken to complete the Action Item.
  - Restricted - A field that identifies if the Action Item is visible to CMDB Users with access to Program data.
  - Originator Status - the status of the Action Item as viewed by the Originator of the record.
    - Open
    - Revised
    - Closed
- Assignee - the status of the Action Item as viewed by the Assignee for the record.

- Open
- Revised
- Still in Work
- Closed
- Program Status - the status of the Action Item as viewed by the PMO and IM Services.
  - New
  - Open
  - In Review
  - Revised Suspense Date
  - Overdue Suspense Date
  - Rejected
  - Closed
- Notes - A collection of information that is attached for reference to the record. Any one with access to the AI can generate this free form field and apply it to the AI Cross-Reference - identifies other records, as appropriate, within the CMDB that are related to the Action Item.

#### **4.1.4.1 Generate an Action Item {All}**

Provide the capability to generate AI records to add to the CMDB.

##### **4.1.4.1.1 Generate AI Originator Data From User Profile or POC Data {SYS}**

Provide the capability, upon AI generation, to automatically complete required Originator information based on CMDB POC data as appropriate.

##### **4.1.4.1.2 Generate AI Assignee Data From CMDB POC Data {SYS}**

Provide the capability, upon AI generation, to automatically complete required assignee information based on CMDB POC data. If assignee information is not available in POC data, allow manual entry.

##### **4.1.4.1.3 Enter POC Information From AI Form {IM, PM}**

Provide the capability to create POC data from within the AI Form to populate Originator and Assignee information when POC data is not already available.

#### **4.1.4.2 Automatic Notification of Restricted AIs {SYS}**

Upon creation of a restricted AI automatically provide notification to IM Services and PM.

**4.1.4.3 Automatic Notification of Unrestricted AI {SYS}**

Upon unrestriction of an AI automatically provide notification to IM Services, PM, Originator and Assignee.

**4.1.4.4 Assign a Unique Identifier Number to the AI {SYS}**

Provide the capability to assign a unique identifier number to the AI. The format for AI ID number is:

- Program - Originator's Last Name – 2 Digit Year – 3 digit number - and a "T", "S" or "J" for identifying the network on which the AI is created.

**4.1.4.5 Restrict Access to AIs {IM, PM}**

Provide the capability to restrict access to AI records so that they are not visible to designated roles or groups of users.

**4.1.4.6 Unrestrict Access to AIs {IM, PM}**

Provide the capability to unrestrict access to the AI so that they are visible to CMDB Users with permission to access the Program's data.

**4.1.4.7 Update AI {IM, PM}**

Provide the capability to change any field in a selected AI record.

**4.1.4.8 Update AI Disposition and Status Field {Assignee}**

Provide the capability for the AI Assignee to update the Disposition and Assignee Status fields.

**4.1.4.9 Tag AI as a Hot Item {All}**

Provide the capability for a CMDB User to identify an AI as a "hot item".

**4.1.4.10 AI Hot List {All}**

Provide the capability for the CMDB User to display a personal Hot List.

**4.1.4.11 Remove Hot Item tag for AIs {All}**

Provide the capability to remove AIs from a CMDB Users Hot List.

**4.1.4.12 Review AI Status {All}**

Provide the capability to review the complete status history of each AI.

**4.1.5 DOCUMENT REVIEW REPORTS (DRRS)**

DRRs are used to identify discrepancies in Program documentation. The following is data required for processing DRRs.

- DBM Fields

- DRR ID - Unique number generated by the system, which identifies the DRR.
- Originator - Identifies the individual reporting the DRR.
- Originator Site ID - The location of the Originator.
- Document Title – The title of the document against which the DRR is being written. This information should be automatically populated upon entry of the Document Number.
- Document Acronym – The abbreviation identifying the type of document for which the DRR is being written. This information should be automatically populated upon entry of the Document Number.
- Date Created – The date that the record or item was created.
- Date Updated – The date the record or items was updated.
- Status Review – The collection of all statuses applied to the record and the date the status was reached.
- **Editable Fields**
  - Classification – the classification of the DRR record. DRRs should always be unclassified.
  - Impact - The impact number denotes the severity of the problem. The numbers range from one to three with one being the most severe. This field denotes the actual impact of the DRR as assigned by the Program and may or may not be equal to the Originator Impact Code.
  - Originator Impact – The impact code assigned by the Originator of the DRR.
  - Program - The application the DRR is written for, (e.g. IESS, CSP, CSE-SS, etc.).
  - Version – The software baseline number (e.g. 1.0, 3.2.1, etc.).
  - Document Number – The unique identifier assigned to the document. This number is provided either by the Developer or by IM Services.
  - Page Number – The page where the document discrepancy is located.
  - Page Location – The section, figure, or table where the discrepancy is located.
  - Description – This identifies the specifics of the document discrepancy and may also provide suggestions for changing the document.
  - Source – Identifies information related to the generation of the record (e.g. review or meeting).
  - Additional Information – Provides a location for miscellaneous information as identified by the Originator of the record.
  - Disposition– Provides a running account of the activities undertaken to complete the DRR.

- Restricted - A field that identifies if the DRR is visible to CMDB Users with access to Program data.
- Originator Status - the status of the DRR as viewed by the Originator of the record.
  - Open
  - In Dispute
  - Closed
- Developer - the status of the DRR as viewed by the Developer of the document for which the DRR was written.
  - Open
  - Requires Additional Information
  - In Dispute
  - Revised
  - Closed
- Program - the status of the DRR as viewed by the PMO and IM.
  - New
  - Open
  - In Review
  - Requires Additional Information
  - Revised
  - In Dispute
  - Rejected
  - Withdrawn
  - Closed
- Notes - A collection of information that is attached for reference to the record. Any one with access to the DRR can generate this free form field and apply it to the DRR.
- Cross-Reference - identifies other records, as appropriate, within the CMDB that are related to the DRR.

#### **4.1.5.1 Generate a DRR {All}**

Provide the capability to generate DRR records to add to the CMDB.

**4.1.5.1.1 Generate DRR Originator Data From User Profile {SYS}**

Provide the capability, upon DRR generation, to automatically complete required Originator information based on CMDB POC data.

**4.1.5.2 Automatic Notification of Unrestricted DRR {SYS}**

Upon unrestricted of a DRR automatically provide notification to IM, PM and any CMDB User with that Program's access.

**4.1.5.3 Assign a Unique Identifier Number to the DRR {SYS}**

Provide the capability to assign a unique identifier number to the DRR. The format for DRR ID number is:

- Program – Version – Acronym/Document Date - 3 digit number - and a "I", "S" or "J" for identifying the network on which the DRR is created.

**4.1.5.4 Restrict Access to DRRs {IM, PM}**

Provide the capability to restrict access to DRR records so that they are not visible to designated roles or groups of users.

**4.1.5.5 Unrestrict Access to DRR {IM, PM}**

Provide the capability to unrestrict access to the DRR so that they are visible to CMDB Users with permission to access the Program's data.

**4.1.5.6 Update DRR {IM, PM}**

Provide the capability to change any field in a selected DRR record.

**4.1.5.7 Update DRR Disposition and Status Fields {Dev}**

Provide the capability for the Developer to update the Disposition and Developer Status Fields

**4.1.5.8 Link to Cross-referenced Records for DRRs {SYS}**

Provide the capability to cross-referenced PCMRs and DRRs.

**4.1.5.9 Global Change for DRRs {IM, PM}**

Provide the capability to make a change in multiple DRR records.

**4.1.5.10 Tag DRR as a Hot Item {All}**

Provide the capability for a CMDB User to identify a DRR as a "hot item".

**4.1.5.11 DRR Hot List {All}**

Provide the capability for the CMDB User to display a personal Hot List.

#### 4.1.5.12 Review DRR Status {All}

Provide the capability to review the complete DRR Status history.

#### 4.1.6 TEST FINDING

A Test Finding is a software (Software Finding [SF]) or document (Document Finding [DF]) discrepancy that identifies an unmet requirement for a Program, which is identified during formal testing of a software version. The following is data required for processing Test Findings.

- **DBM Fields**
  - Test Finding ID - Unique number generated by the system, which identifies the Test Finding.
  - Originator - Identifies the individual reporting the Test Finding.
  - Date Created – The date that the record or item was created.
  - Date Updated – The date the record or items was updated.
- **Editable Fields**
  - Program – The name or acronym of the test organization generating the Test Finding (e.g. JITF, JITC, Security).
  - Application – The Program name for which the Test Finding is being written, (e.g. IESS, CSP, MIDB, etc.)
  - Operating System – The version number and name of the Operating System used by the Program software version, (e.g. Solaris 2.6).
  - Version Number – The version number of the application being tested.
  - Fix Release Number – The version number that corrects the Test Finding.
  - Classification – The classification level of the Test Finding.
  - Type – The type of test finding (e.g. Software Finding, Document Finding).
  - Impact - The impact number denotes the severity of the problem. The numbers range from one to five with one being the most severe. This field denotes the actual impact of the Test Finding as assigned by the Program.
  - Title – Provides a brief description to identify the Test Finding.
  - Description – Provides a detailed description of the discrepancy identified in the Test Finding.
  - Document Title – The formal title of the document for which a Document Finding/Test Finding is generated.
  - Document Number – The unique document identifier for which a Document Finding/Test Finding is being written.

- Document Date – The date of the document for which a Document Finding/Test Finding is being written.
- Section – The section in the document where the discrepancy identified in the Test Finding can be found.
- Page Number - The page in the document where the discrepancy identified in the Test Finding can be found.
- Page Location – The section number or other appropriate identifier to locate the comment on the Page.
- Requirements – The Test Requirement that is not met because of the discrepancy identified by the Test Finding.
- Tracking Number – The number generated by the JITF Notetaker that contains the application name, DF or SF reference and a internal sequential number.
- Restricted – A field that identifies if the Test Finding is visible to CMDB Users with access to Program data.
- Status – Provides the status of the Test Finding (e.g. Open, Closed, Withdrawn).
- PCMR/DRR Generation - Identifies other records, as appropriate, within the CMDB that are generated from the Test Finding.

#### **4.1.6.1 Generate a Test Finding {IM, Tester}**

Provide the capability to generate Test Finding records.

##### **4.1.6.1.1 Generate Test Finding Originator Data From User Profile {SYS}**

Provide the capability, upon Test Finding generation, to automatically complete required Originator information based on CMDB POC data.

##### **4.1.6.1.2 Create a DRR or PCMR**

Provide the capability to create a DRR or PCMR based on a test finding.

#### **4.1.6.2 Restrict Access to Test Findings {IM, Tester}**

Provide the capability to restrict access to Test Finding records so that they are not visible to designated roles or groups of users.

#### **4.1.6.3 Unrestrict Access to Test Findings {IM, Tester}**

Provide the capability to unrestrict access to the Test Finding so that it is visible to CMDB Users with permission to access the Program's data.

#### 4.1.6.4 Update Test Findings {IM, Tester}

Provide the capability to change any field in a selected Test Finding.

#### 4.1.6.5 Global Change for Test Findings {IM, Tester}

Provide the capability to make a change in multiple Test Finding records.

## 4.2 LIBRARY

The Library functional area of the CMDB provides storage for Program product information. This includes a listing of all Program software and documentation, where they are located, and which products are required as specified by contract. The Library Functional Area also tracks Software Release information, Distribution of Library Items, and contract requirements for deliverable items.

### 4.2.1 LIBRARY CATALOG

The library catalog contains an index or listing of all items stored in the physical library. Some items available in the catalogue are also available on-line.

- **DBM Fields**
  - Library Item Number - Unique number generated by the system, which identifies the Library Item.
  - Date Created – The date that the record or item was created.
  - Date Updated – The date the record or item was updated.
  - DRR Listing – Lists any DRRs and its IM/PM status generated against the Library Item
- **Editable Fields**
  - Type - The type of Library Item (e.g. software or documentation).
  - Program - The application/organization the Library Item belongs, (e.g. IESS, CSP, JITF, DODIIS, etc.).
  - Title – The title of the Library Item.
  - Acronym – The abbreviation identifying the type of Library Item.
  - Classification – The classification of the Library Item.
  - Version – The software baseline number to which the Library Item is affiliated, (e.g. 1.0, 3.2.1, etc).
  - Developer ID Number - Identifies the document number or software number provided by the Developer creating the Library Item.
  - Date – The date on the Library Item as identified by the Developer.

- Library Location – The location where the Library Item can be found in the Library (e.g. Shelf location, safe, etc.)
- Format – Provides the formatting information of the Library Item (e.g. hardcopy documentation, CD, 4mm tape, 8mm tape, diskette, video, etc.).
- Number of copies – Identifies the number of copies of the Library Item stored within the Library.
- Size – Identifies how large the item is (e.g. page numbers, file size, etc.)
- CDRL Number – Identifies the CDRL under which the Library Item was delivered.
- Contract Number – Identifies the contract under which the Library Item was produced.
- Security Number – A unique identifier assigned according to security requirements.
- Available on-line – Identifies if the Library Item is available on-line.
- Status – Provides the status of the Library Item (e.g. Draft, Final, Current, Archived, Removed, and Superseded).
- Releasable Item List Record– Identifies if the Library Item is part of a Software Release’s Releasable Item List.
- Additional Information – Provides a location for miscellaneous information as identified by the Originator of the record.
- Restricted - A field that identifies if the Library Item is visible to CMDB Users with access to Program data.
- Predecessor – Identifies documents which are replaced by the superceding (new) document.
- Draft/Final – If the library item is a document, this will identify the status of the document.

#### **4.2.1.1 Generate a Library Item {IM, PM}**

Provide the capability to generate Library Item records.

#### **4.2.1.2 Tracking Numbers {SYS}**

Provide the capability for all CMDB library documents to have a library document number. This number must be a unique number per library item.

#### **4.2.1.3 Restrict View of Library Items {IM, PM}**

Provide capability to restrict view of Library Items.

#### **4.2.1.4 Unrestrict Access to Library Items {IM, PM}**

Provide the capability to unrestrict access to the Library Item so that they are visible to CMDB Users with permission to access the Program's data.

#### **4.2.1.5 Update Library Item {IM, PM}**

Provide the capability to change any field in a selected Library Item.

#### **4.2.1.6 Select Library Item for Software Release Releasable Item List {IM, PM}**

Provide the capability to select a list of Library Items to be included in a Software Release releasable Items Lists.

#### **4.2.1.7 Global Change for Library Items {IM, PM}**

Provide the capability to make a change in multiple Library Items records.

### **4.2.2 SOFTWARE RELEASE**

The Software Release Function of the Library Functional Area records baseline information for a specific Program software version. This includes media (software and documentation). Components of the Software Release make up the package that is distributed to users of the supported Programs. As such, Software Release is closely related to the Distribution Function discussed under the Communication Functional Area in Section 4.3.

- **DBM Fields**

- Software Release ID – Unique number generated by the system, which identifies the Software Release.
- Date Created – The date that the record or item was created.
- Date Updated – The date the record or items was updated.
- PR/CRs – listing (link) of all PR/CRs corrected or planned for correction with the software version.

- **Editable Fields**

- Program – The application the Software Release is created for (e.g. IESS, CSP, CSE-SS, etc.).
- Version – The version number assigned by the Program to a particular software baseline, (e.g. 1.1, 2.0.1, etc.).
- Release Type – Identifies the type of release (e.g. full or upgrade).
- Currently Fielded – Identifies if this version is currently operational.
- Application Version Architecture

- Operating System(s) – The version number and name of the Operating System(s) used by the Program software version, (e.g. Solaris 2.6).
- Operating System Patches – Identifies any patches, packages, server packs, required for each Operating System supporting the version
- Data Base Management System (DBMS) and version – The name of the DBMS and version used by the application, if applicable
- Dependencies – Identifies all COTS and GOTS by application name and version that are required for the Software Release version to operate, but are not delivered as part of the Software Release (e.g. Sybase, Perl, OilStock).
- User Interface – Identifies the user interface (e.g. version of X11, Windows NT, Browser-based (specifies required settings and plugins), other)
- Server – Identifies if the server must be a dedicated platform or can be a shared platform
- General Configuration – Identifies the general configuration for the application (e.g. client/server, multi-tier (thick client), multi-tier (thin client), and enterprise (central server)).
- Version Test Information
  - In-plant or Factory Acceptance Test (FAT) Status – Identifies if Integration testing is required, waived or completed.
  - In-plant or Factory Acceptance Test (FAT) Dates – Identifies the dates and provides a status of FAT for the version.
  - Integration Test Status – Identifies if Integration testing is required, waived or completed.
  - Integration Test Dates – The dates of the integration test, if required.
  - Interoperability Test Status – Identifies if Interoperability testing is required, waived or completed.
  - Interoperability Test Dates – The dates of the interoperability testing, if required.
  - Security Test Status – Identifies if Security testing is required, waived or completed.
  - Security Test Dates – The dates of security testing, if required.
  - Beta II Test Status – Identifies if Beta II testing is required, waived or completed.
  - Beta II Test Date – The dates of Beta II testing, if required.
  - Beta II Location – Identifies the location of the Beta II test.
- External Interfaces – Identifies interfaces by application name and version for this Software Release.

- Documentation – a listing of documentation generated as part of the Software Release.
- Software Release Contents – a listing of all items and their current status (e.g. draft or final) to be distributed as part of the Software Release.
  - Documentation – identifies which documents are distributed as part of the Software Release.
  - Software– a listing of all software components distributed as part of the Software Release. This includes COTS and GOTS distributed as part of the release as well as any compiled code and installation scripts generated by the applications developer.
  - Distribution Sets – Identifies the possible combinations of media into sets for distribution.
- Media – Identifies the media that is distributed as part of the software release and the contents on the specific media.
- Distribution List - listing of all the sites/POC to which the some part of the Software Release is distributed.
  - POC– Identifies to whom the software release was shipped. Selectable from POCs.
  - Site ID – The related Site ID of the POC.
  - Ship Date – Displays the date the software release was shipped to the site. Autofilled from the Distribution Record.
  - Installation Date – Displays the date the software release was installed by the site.
  - Distribution Set ID- Identifies which Distribution Set type(s) was sent to the site.
- Distribution List Status – Identifies the status of the distribution list according to the PMO (draft or final).
- Software Release Status – Provides the status of the Software Release (e.g. Future, Development, Operational, Pending PM Approval, Distribution Approved).
- Fielding Information –Identifies specifics for fielding the software version.
  - User Community – Lists the general components of the Programs user community, such as Unified Commands, Intelligence Agencies, Intelligence Production Centers, and Others (e.g. JAC, JICPAC, JTF SWA, GISA, etc.).
  - Projected Number of Users – Estimates the number of users for the application version.
  - Number of Servers – Identifies the number of servers used to support the application.
  - Server Locations – Identifies the sites where servers are located.

- Server Configuration – Identifies if the servers are centralized or are at individual sites, replicated or contain site unique data, etc.
- Installation Method(s) – Identifies methods for installation which are: (automated, manual, other)
  - Automated where the actions of the installer are limited to responding to prompts or other requests for information and the installation process performs all loading and configuration actions.
  - Manual where the installation is a step by step process in which each step is initiated by the user either by entering specific commands or by launching installation scripts.
- Installation Personnel – Identifies who installs the software (e.g. Site administrators, PMO or development contractor team, users, or others)
- Distribution Information – Identifies who will be distributing the software release (e.g. IM Services Group, DODIIS Distribution Facility, Development Contractor)
- Target Release Date – Identifies the date targeted for initial release of the software version
- Actual Release Date – Identifies the date of the initial release of the software version
- Additional Information - Provides a location for miscellaneous information as identified by the PMO.
- Restricted - A field that identifies if the Software Release is visible to CMDB Users with access to Program data.
- Notes - A collection of information that is attached for reference to the record. Any one with access to the Software Release can generate this free form field and apply it to the Software Release.

#### **4.2.2.1 Generate a Software Release Record {IM, PM}**

Provide the capability to generate Software Release records.

#### **4.2.2.2 Assign a Unique Identifier Number to Software Release Record {SYS}**

Provide the capability to assign a unique identifier number to the Software Release. The format for Software Release ID number is:

- Program – Version

#### **4.2.2.3 Restrict Access to Software Release {IM, PM}**

Provide the capability to restrict access to Software Release records so that they are not visible to designated roles or groups of users.

**4.2.2.4 Unrestrict Access to Software Release {IM, PM}**

Provide the capability to unrestrict access to the Software Release so that they are visible to CMDB Users with permission to access the Program's data.

**4.2.2.5 Update Software Release {IM, PM}**

Provide the capability to change any field in a selected Software Release record.

**4.2.2.6 Create a Distribution List {IM, PM}**

Provide the capability to list the locations/POCs where the Software Release shall be delivered. This list is selectable from the Program POCs data and also displays pertinent distribution information.

**4.2.2.7 Link to Distribution Records**

Provide the capability within the Distribution List to link to related Distribution Records.

**4.2.2.8 Validate Distribution List {IM, PM}**

Provide the capability to validate the Distribution List.

**4.2.2.9 Update Distribution List {IM, PM}**

Provide the capability to update the Distribution List

**4.2.2.10 Create Contents List From Library Records {IM, PM}**

Provide the ability from within Library records to select most current item(s) for incorporation into the Releasable Items List.

**4.2.2.11 Identify Sets of Releasable Items {IM, PM}**

Provide the capability to group Releasable Items into Sets for Distribution. Not all Releasable Items are distributed to every location on the Distribution List (e.g. some sites receive the Solaris version of the software, others receive the NT version, and other receive both).

**4.2.2.12 Link to Library Records {SYS }**

The items in the Releasable Items List will linked to the Library Record to provide additional details.

**4.2.2.13 Validate Releasable Items List {IM, PM}**

Provide the capability to validate the Releasable Items List.

**4.2.2.14 Update Releasable Items List {IM, PM}**

Provide the capability to update the Releasable Items List

#### 4.2.2.15 Autopopulate ProgramTest Information {Sys}

Provide the capability to automatically update latest test dates for interoperability, integration and security testing in Programs when this information is updated for a specific software release version.

### 4.2.3 PROGRAMS

Programs are organizations supported by the CMDB. Most Programs are responsible for the acquisition, development and maintenance of software applications and so the term Program and application can be used interchangeably. Other supported Programs are test organizations, such as the JTTF, or management organizations such as the DODIIS SIMO.

- **DBM Fields**

- Date Created – The date that the record or item was created.
- Date Updated – The date the record or items was updated.
- Software Release Versions – A link (listing) to all software releases developed by or in development for the Program.
- Sites and Versions (Site Usage)– A link (listing) to all sites to which some version of the Program software has been distributed and the version of the Program’s software the site is currently using, including patches shipped and used.
- Program Office Points of Contact – link (listing) of POC information for the Program, including name, office symbol, phone number, and e-mail address. POCs should include:
  - Program Manager – The government program manger for the applications.
  - Functional POC – The functional representative for the program. This is the person who collects user requirements and is familiar with the mission of the program.
  - Technical POC – The technical representative for the program. This is the person who knows the technical inner workings of the application.
- POCs – A listing of all POCs affiliated with the Programs by Site ID, name and POC type.
- Number of sites – The number of Sites receiving Program Software.
- Number of POCs – The number of POCs affiliated with the Program.

- **Editable Fields**

- Program Information
  - Program/Application ID – An acronym that identifies the Program (e.g. IESS, JTTF, CSP, etc.)
  - Program/Application Name – The complete name of the Program (e.g. Imagery Exploitation Support System, Joint Integration Test Facility, etc.)

- Lead Program – Identifies that the Program is an umbrella Program with related Program information subordinate to it (i.e. JITF and all non-CUBIC programs, CSP and CDAC, IESS and EAC).
- Sub Program – Identifies that the Program is subordinate to a Lead Program.
- Program/Application Functional Description – A description of the Program/application's function.
- Program/Application Technical Description – A technical description of the application.
- Sponsoring Service or Agency – The Service or Agency that sponsors the program from the perspective of the DODIIS Management Board.
- Milestone Decision Authority (MDA) – The individual designated in accordance with criteria established by the Under Secretary of Defense for Acquisition, Technology, and Logistics, or by the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence for AIS programs, to approve entry of an acquisition program into the next phase of the acquisition process.
- Component Acquisition Executive (CAE) – The individual within the Department and Components charged with overall acquisition management responsibilities within his or her respective organization.
- Development Contractor(s) – The contracting company that is building the software under the direction of the program office.
- Homepage URLs – Identifies Internet, JWICS, SIPRNET, etc. homepage addresses.
- CUBIC – Identifies that the AFRL IM Services Group provides direct support to the program .
- Testing History – The Program GUI will display Software Release test data when the program is displayed.
  - Date of Last Integration Test – The month and year of the last Integration test of the Program or the date of the last “no test” letter.
  - Version Integration Tested – The version that was tested or reviewed above.
  - Date of Last Full Integration Test – The month and year of the last full Integration test of the Program.
  - Version Last Fully Integration Tested – The version that was tested above.
  - Version Interoperability Tested – The version that was tested or reviewed above.
  - Version Fully Interoperability Tested – The version that was tested above.
  - Version Security Tested – The version that was tested or reviewed above.

- Version Fully Security Tested – The version that was tested above.
- Date of Training Certification – The month and year of the last Training Certification received for the Program.
- Version Reviewed Training Certification – The version of the software last reviewed for Training Certification.
- Other Testing/Certification(s) – A text field that contains the month and year of any other Certifications, along with the type of certification and organization that conducted the test.
- External Interfaces and Criticality – A listing of all external interfaces for the Program and their criticality.
- Current Fielded Version(s) – The version number(s) of the software supported in the field by the PMO.
- Future Plans –Future versions and intended release dates.
- Documentation – A listing (link) of all current Program documentation, publication dates, and status (e.g., draft, final). Also identified are those documents updated with the latest software release for the Program.
- Additional Information – Provides a location for miscellaneous information.
- Restricted - A field that identifies if the Program is visible to CMDB Users.
- Notes - A collection of information that is attached for reference to the record. Any one with access to the Program can generate this free form field and apply it to the Program.
- Restrict Initial Configuration Items – Identifies if Program Configuration Items (e.g. PR/CRs, DRRs, Action Items) default to restricted or non-restricted upon creation.

#### **4.2.3.1 Generate Programs {IM}**

Provide the ability to add Programs to the CMDB.

#### **4.2.3.2 Assign a Unique Identifier to a Program {IM}**

Provide the ability to assign a unique identifier to a Program. Format is:

- Acronym for the Program Name

#### **4.2.3.3 Update Programs {IM, PM}**

Provide the capability to update Programs.

#### **4.2.3.4 Identify Interfacing Programs {IM, PM}**

Provide the capability to identify the current and planned external software interfaces by version number for the Program.

##### **4.2.3.4.1 Interface Requirements {IM, PM}**

Identify the requirements of the Interface or the protocols used.

##### **4.2.3.4.2 Criticality of Interface {IM, PM}**

Identify the criticality of the Interface.

#### **4.2.3.5 Set Restriction Default {IM, PM}**

Provide the capability to set the default for viewing Program Configuration Items upon creation to restricted or non-restricted.

#### **4.2.3.6 Track Application Profiles {SYS}**

Provide the capability to consolidate Application Profile information based on Program data and Software Release data for a given version of the application software. Information included in an Application Profile includes the following:

- From Programs
  - Program Information
  - Test History
  - Currently fielded Version(s)
  - Documentation
  - External Interface Information
- Number of PRs since last Release
- Number of CRs since last Release
- From Software Release Information
  - Application Architecture
  - External Interface Version(s)
  - Dependencies
  - Fielding Information

#### **4.2.3.6.1 View and Print Application Profiles {All}**

Provide the capability to view Application Profiles and print them in a report format.

#### **4.2.3.7 Relate Programs {IM, PM}**

Provide the ability to relate Lead Programs Records to Sub Program records.

#### **4.2.3.8 Link Related Records for Program {SYS}**

Provide the capability to link to related records as identified.

#### **4.2.3.9 Update Related Programs Records{IM, PM}**

Provide the ability to change Program relationships.

### **4.2.4 POINTS OF CONTACT (POCS)**

POCs provides a listing of individuals either within a PMO or at a Site that are affiliated with one or more Programs with data stored in the CMDB. CMDB Users are a subset of POCs, but not all POCs are CMDB Users.

- **DBM Fields**

- POC ID – Unique number generated by the system, which identifies the POC.
- Date Created – The date that the record or item was created.
- Date Updated – The date the record or items was updated.
- CMDB User – Identifies that the POC is also a CMDB User with a CMDB User Profile.
- Affiliated Program(s) – Any programs for which the CMDB User has been granted access to CMDB data.

- **Editable Fields**

- Site ID – The identifier for the location where the POC resides.
- Address – The mailing address of the POC. NOTE: A POC may have more than one address for mailing and shipping purposes.
- Telephone – The commercial, DSN, and STU III telephone number of the POC.
- FAX – The FAX number for the POC.
- E-Mails – The e-mail addresses of the POC (Internet, JWICS, SIPRNET).
- Last Name – The POCs' Last Name
- First Name – The POCs' First Name
- Title – The POCs' formal title (Mr., Ms., Capt, etc.)

- Suffix – The POCs’ suffix, if applicable.
- Organization – The POCs’ Organization (e.g. STRATCOM, DIA, 497IG, etc.)
- Office Symbol – The POC’s office symbol (e.g. AFRL/IFEB).
- Program(s) – The Program(s) the POC is affiliated with.
- Type – The type of POC (e.g. PMO, general user, software distribution recipient, system administrator, site representative, executive agent, other, etc.). Note: A POC may be more than one Type based on the Program, (e.g. the POC may be a general site POC for IESS, but a software distribution recipient for Broadsword)
- Additional Information – A free form field that allows the Originator of the record to document pertinent data that is not applicable to other data fields.
- POC Status – Identifies the status of the POC (e.g. active or inactive).
- Pull-downs – Identifies if the POC name should be included in CMDB pull down menus for selections as a record originator or assignee.
- Notes - A collection of information that is attached for reference to the record. Any one with access to the POC can generate this free form field and apply it to the POC.

#### **4.2.4.1 Generate a POC {IM, PM, CMDB User}**

Provide the capability to generate POC records to add to the CMDB. An individual POC is affiliated with one or more Programs and may have a mailing and shipping address.

#### **4.2.4.2 POC Data {IM, PM, CMDB User}**

Provide the capability for users to be able to view POC information and URLs associated with their program only.

#### **4.2.4.3 Identification of Existing POC Records {SYS}**

The CMDB shall provide notification to the originator of a POC record if a POC record already exists for the POC. Identification is based on the POC First and Last Name information.

#### **4.2.4.4 Create CMDB User from POC {SYS}**

Provide the capability to create a CMDB User Record from accessing a POC.

#### **4.2.4.5 Update POC {IM, PM}**

Provide the capability to change various fields in a selected POC record.

#### 4.2.4.6 Inactivate POCs {IM, PM}

Provide the capability to inactivate a POC. Data originated or assigned to the POC must remain available regardless of POC status, but only active POCs should be displayed in pull down menus for selection for record generation or update.

##### 4.2.4.6.1 Site's POC Listing {IM, PM}

If the POC is inactive, the data will not appear in the pull down menu.

#### 4.2.4.7 Generate a Site {IM, PM}

Provide the capability to generate Site records to add to the CMDB. An individual site is affiliated with one or more Programs.

### 4.2.5 SITES

Sites are locations where supported Program products are located or where POCs related to Program activities are located. Sites can be an operational unit in the field or an administrative location responsible for input into Program development.

- **DBM Fields**
  - Date Created – The date that the record or item was created.
  - Date Updated – The date the record or items was updated.
  - Programs and Versions(s) – Provides a link (listing) of the Programs and versions received or installed at the site.
  - POCs – A link (listing) to POCs affiliated with the site.
- **Editable Fields**
  - Site ID - Unique identifiers that specifies the location of CMDB Users, POCs, and software. This is synonymous to a zip code.
  - Site Name – The name of the site (e.g. CAOC-X, DIAC, STRATCOM)
  - Location – The location of the site, but not a mailing address.
  - Site Type– Identifies the type of location, (e.g. operational users, administrative, PMO, service, executive agent, etc.)
  - Site Status – Identifies the status of a site based on type (e.g. operational, Future, Development/Test Only, etc.)
  - Organizations – Identifies the organization(s) affiliated with the site (e.g. 497IG, DIA/SY-S4)
  - Help Desk – Identifies information for the site help desk, if applicable.

- GENSER Address – Identifies the GENSER address of the site.
- URL – Identifies the sites home page, if applicable.
- Security Type – Identifies the security level at the site (e.g. collateral, unclassified)
- Site Survey Information – Identifies information collected from Site Surveys
  - Hardware Servers by Program(s)
  - Software (COTS and GOTS versions that are non-CUBIC)
  - Operating Systems
- Additional Information – A free form field that allows that contains pertinent data not applicable to other data fields.
- Notes - A collection of information that is attached for reference to the record. Any one with access to the Site can generate this free form field and apply it to the Site.
- Cross-Reference - Identifies other records, as appropriate, within the CMDB that are related to the Site.

#### 4.2.5.1 Update Site {IM, PM}

Provide the capability to change any field in a selected Site record.

#### 4.2.6 DISTRIBUTION

The Distribution function area identifies the components of a Software Release or Library Items that are distributed for use upon PMO approval. It also identifies where the distribution package is being sent, delivery dates, and installation dates.

- **DBM Fields**
  - Date Created – The date that the record or item was created.
  - Date Updated – The date the record or items was updated.
- **Editable Fields**
  - Program – Identifies the Program for distribution. This is auto-filled when Distribution is selected from the Software Release module.
  - POCs Information – Captures the selected POC's shipping information required to distribute the Software Release.
    - Name – The POCs complete name and title.
    - Shipping Address – The POCs shipping address.
    - Telephone – The POCs commercial telephone number.

- Site ID – The identifier for the locations where the POC is located.
- Shipping Date – Identifies when the Software Release or library media was distributed to a specific POC.
- Shipping Method – Identifies the method used to ship the Software Release (e.g. handcarry, Federal Express, US Mail, etc.)
- Shipping Tracking Number – Identifies the tracking number assigned by the shipping company.
- Shipping Country – What country was this distributed to.
- Distribution Items – Identifies the items that are distributed. This data is pulled from the distribution record associated with the software release.
  - Number of Copies – Identifies the number of each releasable item making up the distribution.
- Additional Information – Provides a location for miscellaneous information as identified by the PMO.
- Distribution Record Status – Identifies the status of the Distribution (i.e., shipped, pending, new)
- Restricted – A field that identifies if the Distribution Record is visible to CMDB Users with access to Program Data.
- Notes – A collection of information that is attached for reference to the record. Any one with access to the Distribution record can generate this free form field and apply it to the record.

#### **4.2.6.1 Generate a Distribution Record {IM}**

Provide the capability to generate Distribution records to add to the CMDB.

#### **4.2.6.2 Autofill Selected POC Information {IM, PM, SYS}**

The CMDB shall provide the ability for IM Services/PM to select POCs from POC data and have the POC name, shipping address, telephone and Site ID autofill in the Distribution Record.

#### **4.2.6.3 Restrict Access to a Distribution Record {IM, PM}**

Provide the capability to unrestrict access to the Distribution Record so that it is visible to CMDB Users with permission to access the program's data.

#### **4.2.6.4 Update Distribution Record {IM}**

Provide the capability to change various fields in a selected Distribution record.

#### **4.2.6.5 Generate Release Items List for Distribution Record {IM, PM}**

Provide the capability to identify all items that are being distributed for the Distribution Record. The Distribution Releasable Items list shall be selected from the Software Release Releasable Items Lists' appropriate Set, when applicable.

##### **4.2.6.5.1 Generate Release Items List from Library Records. {IM, PM}**

Provide the capability to identify Releasable Items directly from Library when the Distribution Record is not affiliated with a specific Software Release. Releasable items are Library Items that are normally, but not always, part of a Software Release.

### **4.3 SUPPORT TABLES**

#### **4.3.1 CMDB USER**

CMDB User defines account information for users of the CMDB. This information is used to provide access to Program data, as required. It defines roles and permissions and is attached to POC data in order to provide CMDB Users with timely support.

- **DBM Fields**
  - Login ID - A unique identifier assigned by the system to identify the CMDB User.
  - Date Created – The date that the record or item was created.
  - Date Updated – The date the record or items was updated.
  - Site ID - Unique number which identifies the location of POCs. This is synonymous to a zip code. This is based on the POC record to which User Profile information is attached.
  - Last Name – The CMDB Users Last Name from the POC record.
  - First Name – The CMDB Users First Name from the POC record.
  - Title – The CMDB Users formal title (e.g. Mr., Ms., Capt, etc.) from the POC record.
- **Editable Fields**
  - Affiliated Program(s) – Any programs for which the CMDB User is requesting or has been granted access to CMDB data.
  - Program Role(s) – Identifies the CMDB User Roles associated with the POC for each Program for which he/she is granted access.
  - Notification Items – Identifies which configurable items the CMDB User requests notification on by Program. (e.g. new AI, new DRR, new PCMR, new TF, new Workplan)
  - Notification Preference – Identifies which method (i.e. e-mail or system level) of notification the CMDB User has selected.

- MAP Review – Individual has the ability to review MAPs.
- Additional Information – A free form field that allows IM/PM to record pertinent data that is not applicable to other data fields.
- Justification – Provides information to justify access by the CMDB User to Program data.
- CMDB Usage – The date the CMDB User last logged into the CMDB.
  - Enabled Internet – Identifies if the CMDB User Profile has accounts enabled on Internet CMDB.
  - Last-in Internet – Identifies the last date the CMDB Users accessed the CMDB using the Internet.
  - Enabled JWICS – Identifies if the CMDB User Profile has accounts enabled on JWICS CMDB.
  - Last-in JWICS – Identifies the last date the CMDB Users accessed the CMDB using the JWICS.
  - Enabled SIPRNET – Identifies if the CMDB User Profile has accounts enabled on SIPRNET CMDB.
  - Last-in SIPRNET – Identifies the last date the CMDB Users accessed the CMDB using the SIPRNET.

#### **4.3.1.1 Generate a CMDB User Profile {IM, Potential CMDB User}**

Provide the capability to generate CMDB User Profile records to add to the CMDB. An individual CMDB User is affiliated with one or more Programs and is based on POC information, which must be completed as part of the User Profile.

##### **4.3.1.1.1 Pulldown Menu for Sites**

When the perspective CMDB user is generating a new profile and selects “place of work” from the pull-down menu, the listing will appear alphabetically.

#### **4.3.1.2 Select Programs and Roles {IM, Potential CMDB User}**

The CMDB shall provide a listing of Programs available to CMDB Users for access and associated CMDB User Roles for selection by the potential CMDB User.

#### **4.3.1.3 Validate CMDB User Profile {IM, PM}**

Upon generation of CMDB User Profile, IM or PM must validate that the requestor has permission to access Program data. The date validation occurs must be stored.

**4.3.1.4 Update CMDB User Profile {IM, Originator}**

Provide the capability to change various fields in a selected CMDB User Profile record.

**4.3.1.5 Update CMDB User Profile Validation {IM}**

Provide the capability to add or update Program access for an existing CMDB User.

**4.3.2 DATA BASE ADMINISTRATION {DBA, IM}****4.3.2.1 System Information Display {DBA}**

Provide the ability to view system status and statistics via a browser screen.

**4.3.2.2 Messages {IM}**

Provide the capability to add messages to communicate with CMDB Users upon log-in to the CMDB.

**4.3.2.3 Data Base Activity Auditing {DBA}**

CMDB shall provide the ability to track and retrieve changes to records, additions and deletions.

Implement audit logs appropriate to the type of record. Include at least the change, the person doing the action (Originator) and the date accomplished.



## 5. ACRONYMS

ADRN	Advance Document Revision Notice
AF	Air Force
AFRL	Air Force Research Laboratory
AI	Action Item
AIA	Air Force Intelligence Agency
AIG	Address Information Group
ASCII	American Standard Code for Information Interchange
AUTODIN	Automatic Digital Network
CBT	Computer Based Training
CCB	Configuration Control Board
CCCB	CUBIC Configuration Control Board
CDRL	Contract Data Requirements List
CI	Configuration Item
CLIN	Contract Line Item Number
CM	Configuration Management
CMDB	Configuration Management Database
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off The Shelf
CR	Change Request
CSCI	Computer Software Contract Item?
CSE-SS	Client Server Environment – System Services
CSP	Communications Support Processor
CUBIC	Common User Baseline for the Intelligence Community
DAC	Days After Contract
DAWS	Defense Automated Warning System
DB	Data Base

DBM	Data Base Manager
DBMS	Data Base Management System
DCID	Director of Central Intelligence Directive
DD	Defense Document
DEV	Deviation
Dev	Developer Personnel
DEXA	DODIIS Executive Agent
DF	Document Finding
DIA	Defense Intelligence Agency
DID	Data Item Description
DMB	DODIIS Management Board
DMS	Defense Messaging System
DOC	Document
DoD	Department of Defense
DoDIIS	Department of Defense Intelligence Information System
DRR	Document Review Report
DSN	Defense Security Network
ECP	Engineering Change Proposal
FAT	Factory Acceptance Test
GENSER	General Network Services?
GOTS	Government Off The Shelf
GUI	Graphical User Interface
ICD	Interface Control Document
ICWG	Interface Control Working Group
ID	Identification
IEC	International Electrotechnical Commission
IEEE	Institute of Electrical and Electronics Engineers
IESS	Imagery Exploitation Support System

IET	Information Extraction Tool
IFEB	Integration and Interoperability Branch
IM	Information Management
IMA	Intelligence Mission Application
ISO	International Organization for Standardization
IV&V	Independent Verification & Validation
JITC	Joint Interoperability Test Command
JITF	Joint Integration Test Facility
MAP	Multiple Application Problem
MB	Megabyte
MIDB	Modernized Integrated Data Base
ORIG	Record Originator
PCMR	Problem, Change, MAP, or Requirement record
PLA	Plain Language Address
PKI	Public Key Infrastructure
PM	Program Management
PMO	Program Management Office
POC	Point of Contact
PR	Problem Report
QA	Quality Assurance
RFC	Request for Change
RQMT	Application Requirement
RRS	Rome Research Site

SCI	Special Compartmented Information
SETA	System Engineering and Technical Assistance
SF	Software Finding
SIPRNET	Secure Internet Protocol Routing Network
SPR	Software Problem Report
SOW	Statement of Work
SSS	Software System Specification
SRS	Software Requirements Specification
SVD	Software Version Description
SW	Software
TEMS	Technical and Engineering Management Support
TF	Test Finding
U&S	Unified & Specified
WAV	Waiver
WP	Work Plan
XREF	Cross Reference