



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555 - 0001

November 3, 2006

MEMORANDUM FOR: E. Roy Hawkens
Chief Administrative Judge

FROM: Andrew Welkie */RA/*
DDMS Project Manager
Atomic Safety and Licensing Board Panel

SUBJECT: APPROVAL OF REVISED CHANGE CONTROL BOARD
CHARTER AND RECONSTITUTION OF THE ENTERPRISE
DIGITAL DATA MANAGEMENT SYSTEM CHANGE CONTROL
BOARD

On December 22, 2005, the Atomic Safety and Licensing Board Panel (ASLBP) officially accepted version 2.0 of the Digital Data Management System (DDMS). At that point, the Enterprise DDMS moved from a development system into production and a Change Control Board (CCB) was established. The DDMS CCB, which tracks all modifications to DDMS software, serves as the focal point for DDMS change management and decides, in conjunction with the Chief Administrative Judge, which proposed changes are incorporated into the DDMS.

Subsequent to ASLBP acceptance of the Enterprise DDMS, the Agency fully implemented its Project Management Methodology (PMM), which has provisions regarding change request and configuration management processes. Also, a new Enterprise DDMS operations and maintenance (O&M) contract has been put in place that includes provisions outlining processes the Enterprise DDMS O&M contractor, Nortel Government Solutions, must follow in implementing system changes into the production environment. Finally, one of the CCB members, Margie Janney, left ASLBP for a position in the Office of Information Services.

The purpose of this memo is to obtain your approval for (1) the revised CCB charter, a copy of which is attached, that incorporates changes needed to conform it to the project management processes and procedures in the Agency's PMM and the Enterprise DDMS O&M contract; and (2) the reconstitution of the CCB membership to replace Ms. Janney and reflect the fact that there is no need to list a separate CCB advisor position for the Web Streaming Contract Project Manager position because CCB Co-Chair Joseph Deucher serves in that capacity.

With regard to the latter item, the original CCB consisted of the following individuals:

| CCB Role | Name | Title |
|----------|----------------|--------------------------------|
| Chair | Andrew Welkie | DDMS Project Manager |
| Co-Chair | Joseph Deucher | Las Vegas DDMS Project Manager |

| CCB Role | Name | Title |
|-----------------|--------------------|---|
| Member | Margie Janney | Deputy DDMS Project Manager |
| Advisor | James Cutchin | Clerk of Court |
| Advisor | Anthony C. Eitreim | ASLBP Chief Counsel or Designee |
| Advisor | Daniel Graser | ASLBP IT Team Leader, LSN Administrator |
| Advisor | Leroy Hardin | Alternate DDMS Project Manager |
| Advisor | TBD | Real-Time Court Reporter Contract Project Manager |
| Advisor | TBD | Web Streaming Contract Project Manager |
| Advisor | Paul Gwaltney | DDMS Contractor Project Manager |
| Advisor | Ron Deavers | High-Level Waste (HLW) CCB Chairperson |

The following individuals would constitute the new DDMS CCB:

| CCB Role | Name | Title |
|-----------------|--------------------|--|
| Chair | Andrew Welkie | DDMS Project Manager |
| Co-Chair | Joseph Deucher | Las Vegas DDMS Project Manager, Web Streaming Contract Project Manager |
| Member | G. Paul Bollwerk | ASLBP Administrative Judge (Legal) |
| Advisor | Daniel Graser | ASLBP IT Team Leader, LSN Administrator |
| Advisor | James Cutchin | Clerk of Court |
| Advisor | Anthony C. Eitreim | ASLBP Chief Counsel or Designee |
| Advisor | Leroy Hardin | Alternate DDMS Project Manager |
| Advisor | TBD | Real-Time Court Reporter Contract Project Manager |
| Advisor | Paul Gwaltney | DDMS Contractor Project Manager |
| Advisor | Ron Deavers | High-Level Waste (HLW) CCB Chairperson |

The revised charter for the DDMS CCB will become part of the ASLBP DDMS Policies and Procedures Manual when the manual is finalized.

Attachment: As stated

cc: G. Bollwerk, ASLBP
D. Graser, ASLBP
J. Deucher, ASLBP
J. Cutchin, ASLBP
A. Eitreim, ASLBP
L. Hardin, ASLBP
P. Gwaltney, NGS
R. Deavers, OIS
M. Janney, OIS