Government Employees Services Division (GESD),
Human Capital Management System (EmpowHR),
Configuration Control Board (CCB) Charter

**Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division
Human Capital Management System (EmpowHR)
13800 Old Gentilly Road
New Orleans, LA 70129**

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DOCUMENT REVISION AND HISTORY

**Government Employees Services Division
Human Capital Management System (EmpowHR)
Configuration Control Board Charter**

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	Date	Author	Revision Description	Initials of Person Physically Making the Change
1.0	01/2008	GESD HRAS	Initial Publication	

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APPENDICES

Government Employees Services Division (GESD), Human Capital Management System (EmpowHR), Configuration Control Board (CCB) Charter

A. Charter Name. The Government Employees Services Division (GESD), EmpowHR, Configuration Control Board (CCB).

B. Purpose. This charter facilitates implementation of configuration control procedures for the EmpowHR CCB, defines the functions performed by the CCB, and identifies CCB roles, responsibilities, and operating procedures. The purpose of the CCB is to provide EmpowHR stakeholders with a formal voice in the evolution, plans, and schedules associated with this system.

C. Applicability. This charter applies to all United States Department of Agriculture, Office of the Chief Financial Officer, Government Employees Services Division, Human Resource Application Staff (HRAS) personnel and contractors.

D. Background. The EmpowHR CCB was established to provide oversight for EmpowHR projects and application development.

E. Objective. The EmpowHR CCB will provide project information as needed to members, ensuring a smooth and harmonious relay of GESD project information to EmpowHR clients.

F. Mission. The EmpowHR CCB mission is to continually improve EmpowHR requirements management, project management, configuration management and change management, and to provide oversight and guidance for EmpowHR processes and policies.

G. Scope. The EmpowHR CCB prioritizes and schedules EmpowHR specific Software Change Requests (SCRs), reviews implementation dates, and discusses SCRs to ensure all affected stakeholders are knowledgeable of the changes (See Appendix C, CIO Management Board CM Policies, Standards, Plans, and Procedures.)

H. Limitations. The HRAS Branch Chief and Associate Director of the Applications directorate handle out of scope issues.

I. Functions. The EmpowHR CCB will not engineer software modifications, but will provide GESD project information to EmpowHR clients ensuring a smooth and harmonious relay of information. The EmpowHR CCB will not formally review change requests, but will review implementation dates. HRAS is the liaison between the EmpowHR CCB and the requestor, and is responsible for technical review, analysis, feasibility studies, preparation of documentation, scheduling of the change request, software modification and implementation of the change request.

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J. Membership. **Primary Members:** (See Appendix A, EmpowHR CCB Management Board, Primary Members and Department Primary Members.) **Consultant Members:** (See Appendix B, EmpowHR CCB Consultant Members.)

K. CCB Member Responsibilities.

a. **CCB Chairperson (Associate Director Applications Development Directorate and Configuration Control Authority (CCA))**
   1. Assumes overall responsibility and management of the projects within HRAS.
   2. Leads the CCB in its mission to approve recommended changes to EmpowHR, builds plans, and provides recommendations for the expansion of the software and hardware base for EmpowHR.
   3. Establishes and directs the CCB Secretariat.

b. **CCB Secretariat (GESD Project Control Officer)**

   1. Prepares and disseminates the agenda and minutes of the CCB.
   2. Posts notice of meetings, agenda, minutes and other information as determined by the CCB Chairperson to the CCB membership.
   3. Develops and coordinates administrative procedures of the CCB.
   4. Tracks and reports to the chair the status of action items and issues.
   5. Coordinates and sets up meetings of the CCB, as directed by the Chair(s).
   6. Identifies responsibilities, e.g., records minutes of CCB meetings, logs and tracks change requests, distributes change proposals to CCB members, updates timeline database, etc.

c. **Primary and Consultant CCB Member Representatives**
   1. Speaks for their organization on matters related to EmpowHR CCB.
   2. Sets objectives and oversees processes used for EmpowHR development and deployment.
   3. Approves EmpowHR CCB build plans.
   4. Makes recommendations for the expansion of the software and hardware base for EmpowHR.

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L. Authority. The authority sections consist of two subsections: Hierarchy and Delegation.

    a. **Hierarchy**. EmpowHR CCB Chairperson is the GESD Associate Director of the Applications Development Directorate. If this position is vacant, the Acting Associate Director of the Applications Development Directorate will serve as Chairperson until the vacancy is filled.

    b. **Delegation**. In the absence of the Chairperson, the Associate Director of GESD's e-Government Directorate or the Associate Director of GESD's Operations Directorate will assume the duties of the Chairperson.

M. Meetings.

    a. The EmpowHR CCB will meet monthly and members are notified via e-mail with appropriate documentation, including agenda and any documentation associated with agenda topics.

    b. The EmpowHR CCB will perform the following activities:
- Ensure the EmpowHR CCB policies and procedures are followed when implementing SCRs
- Agenda planning
- Facilitate meeting activities
- Conduct high level cost analysis related to implementation of SCRs
- Determine fit of SCRs to what is currently in production
- Prioritize SCRs and determine Scheduled Release date
- Review the status of SCRs scheduled for implementation
- Manage, monitor and report the day-to-day progress of Scheduled Releases
- Recording CCB meeting documentation

    c. **CCB Meeting Documentation.** The following information will be recorded for each EmpowHR CCB meeting and distributed following each meeting:

- Meeting date, time, and duration
- List of attendees, titles, and their organizations
- Items discussed
- Existing action items
- New action items
- Decisions made

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N. General Policy & Procedures. The EmpowHR CCB will review the status of SCRs scheduled for implementation; conduct cost analysis; determine fit of SCR to what's currently in production; prioritize SCRs and determine Scheduled Release date; and manage, monitor and report the day-to-day progress of Scheduled Releases.

O. Working Groups and Technical Review Groups. Working groups and technical review groups are established on an "as needed" basis, determined by the HRAS Branch Chief. When outside participation is warranted, HRAS will assume the responsibility of gathering the needed participants.

P. Duration of Charter. This charter shall remain in effect throughout the duration of EmpowHR establishment as a system or until revoked by the Chairperson.

Q. Amendments. Recommended amendments to this charter will be forwarded in writing to the HRAS Branch Chief or Chairperson of the EmpowHR CCB and will be presented for review and approval by the EmpowHR CCB Management Board. Only primary members of the EmpowHR CCB Management Board can submit proposed amendments to the charter.

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AUTHORIZATION

MARK J. HAZUDA
Director, GESD   **Signature**   **February 7, 2008**
                                                                       Date

RANDOLPH H. GONZALES
Associate Director, Applications   **Signature**   **February 7, 2008**
Development Directorate,   **Date**
Chairperson, CCB

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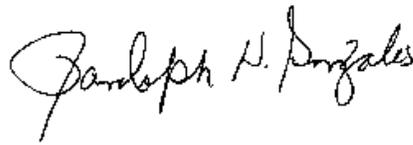
Appendix A

EmpowHR CCB Primary Members

Position	Name	Organization	Telephone	E-Mail
GESD Director and CMA	Mark Hazuda	GESD	504-426-1000	mark.hazuda@usda.gov
Chairperson GESD Applications Development Directorate, and CCA	Randolph Gonzales	GESD Applications	504-426-1000	randolph.gonzales@usda.gov
Associate Director, GESD e-Government	Penny Forbes	GESD e-Government	504-426-1023	penny.forbes@usda.gov
Associate Director, GESD Operations	Candace Letort	GESD Operations	504-426-1002	candance.letort@usda.gov
Project Control Officer	Brian Plauche	GESD DO	504-426-1007	brian.plauche@usda.gov
Chief, HR Applications (HRAS)	Brenda Mandella	GESD HRAS	504-426-1010	brenda.mandella@usda.gov
Chief, Personnel Processing	Deidre Charlot	GESD Operations	504-426-1438	deidre.charlot@usda.gov
Chief, Implementations	Gary Gaspard	GESD e-Gov	504-426-1037	gary.gaspard@usda.gov
Chief, Publications and Communications	Theresa Trentecoste, Acting	GESD e-Gov	504-426-1202	theresa.trentecoste@usda.gov
Chief, Client Management	Dawn Hughes-Morris	GESD e-Gov	504-426-1151	dawn.hughes-morris@usda.gov
Technical Liaison, HR Applications (HRAS)	Patricia Bonds	GESD HRAS	504-426-1041	patricia.bonds@usda.gov

EmpowHR Department CCB Primary Members

Position	Name	Organization	Telephone	E-Mail
Primary Contact	Thomas Bennett	AG	202-720-6535	Thomas.Bennett@usda.gov
Primary Contact	D'Juan Brady	DHS	202-357-8304	D'juan.brady@dhs.gov
Primary Contact	Shane Griffith	DHS	202-357-8398	Shane.griffith@dhs.gov
Primary Contact	Tracey Stackhouse	LOC	202-707-2218	tsta@loc.gov
Primary Contact	Shukeisha Herndon	GAO	202-512-4506	herndons@gao.gov

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Appendix B

EmpowHR CCB Management Board

Position	Name	Organization	Telephone	E-Mail
GESD Director and CMA	Mark Hazuda	GESD	504-426-1000	mark.hazuda@usda.gov
Chairperson GESD Applications Development Directorate, and CCA	Randolph Gonzales	GESD Applications	504-426-1000	randolph.gonzales@usda.gov

GESD EmpowHR CCB Consultant Members

Position	Name	Organization	Telephone	E-Mail
Chief, Cyber Security	Lambert Lebleu, Acting	Cyber Security	504-426-0354	lambert.lebleu@usda.gov
Chief, Payroll Applications (PASB)	Debby Tatum	GESD PASB	504-426-1100	debby.tatum@usda.gov
Chief, Personnel Applications (PESB)	Donna Speed	GESD PESB	504-426-1177	donna.speed@usda.gov
Associate Director, Payroll Personnel Systems Policy Staff	Dawn McGowan	GESD PPS PS	202-690-1919	Dawn.mcgowan@usda.gov
Systems Analyst, Payroll Personnel Systems Policy Staff	Jo Bonner Jody Nyers Wendy Moore	GESD PPS PS		Jo.bonner@usda.gov Jody.nyers@usda.gov Wendy.moore@usda.gov
Contract Personnel , HR Applications (HRAS)	David Jacobs	Unisys	504-426-1147	David.Jacobs@usda.gov
Systems Analyst, Publications and Communications	Kim Alleman	GESD e-Gov	504-426-1055	Kim.alleman@usda.gov

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Appendix C

GESD Project or System CM Policies, Standards, Plans, and Procedures

NFC Management Directives:

Title VII, Management and Administrative Manual

Chapter 2, Organization, Authorities, and Functions
Directive 2, Project Management

Chapter 11, Information Systems Management
Directive 48, Application System Life Cycle

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Appendix D

Software Change Request (SCR)

United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division

Software Change Request

Prior to any development work commencing on a request, a "Functional Requirements Document (FRD)" is prepared. The FRD must be approved and signed before development work begins on a request. When a request requires an interagency agreement (IA), the IA must be approved and signed before the development work begins on the request.

Please forward your request to allow adequate time for the completion of (1) the FRD and IA processes; (2) system modifications, and (3) unit testing, system testing, and user acceptance testing.

All requests must be submitted to NFC via the GESD Project Control Officer (nfc.gesdrequest@usda.gov) or faxed to the GESDRequest PC Fax Number at 504.426.8279)

Date Prepared:

Department; Agency/Bureau:

Requesting Official:

Name:
    Phone Number:
Email:

Authorizing Official:

Name:
    Phone Number:
Email:

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Disclaimer Notice: The information included in this request has been researched, reviewed, and validated for authenticity and lawfulness by the "Authorizing Official" of this document.

Contact Person / Subject Matter Expert:

Name:
      Phone Number:
Email:

Date or Pay Period Required/Desired:

1. Type of Request (check all that apply):

☐	Allowance or Bonus (Complete Supplement B: New Allowance or Award)
☐	FESI Test Window Participation
☐	General Pay Increase Requirement(s)
☐	Management Accounting System Codes (MASC) Update
☐	New Pay Plan (Complete Supplement A: New Pay Plan Request)
☐	Payroll/Personnel Data Adjustment
☐	Position Management Mass Data Adjustment
☐	Print and Mail SF-50s
☐	Table Management (TMGT) System Data Update
☐	System Change or Edit Modification(s)
☐	Other (if not listed above): please specify

2. Objective, background information, underlying circumstances concerning the SCR:

3. Reason(s) and justification(s):

4. Authorization / References (cite the Executive Order, Legislation, OPM Letter, etc. Attach the supporting documentation):

5. Change Type (New requirement, Change/Enhancement requirement,):

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6. Priority as it relates to request(s) within your Department/Agency: (Routine, Mandated, Emergency, Urgent, Critical):

7. Assumptions:

8. Risk as it relates to request(s) within your Department/Agency: (High, Medium, Low):

9. Who is affected by the change?

10. Description of software change being requested (provide details of the change being requested, e.g.: data elements, data flow, edits, input document(s), screens requiring changes, limitations, NOAC/Authorities, other output documents, reports, security, system controls, TMGT table element values, etc.):

11. Examples (provide examples of reports, other data output, calculations, etc.):

12. Date submitted to NFC: