



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5234.2 CH-1  
N6  
22 OCT 08

COMNAVCRUITCOM INSTRUCTION 5234.2

From: Commander, Navy Recruiting Command

Subj: INFORMATION TECHNOLOGY CONFIGURATION MANAGEMENT POLICY

Ref: (a) MPT&E CIO COMNAVCRUITCOM IT PMO Configuration  
Management Policy and Processes  
(b) SECNAVINST 5400.15  
(c) DOD-D-5000, The Defense Acquisition System  
(d) ANSI/EIA-649 National Consensus Standard for  
Configuration Management

1. Purpose. To establish COMNAVCRUITCOM Configuration  
Management (CM) policy and procedures.

2. Cancellation. COMNAVCRUITCOMINST 5234.1A

3. Scope. This instruction applies to all hardware, software,  
and ancillary programs and equipment supporting the Navy  
Recruiting Command mission.

4. Background. Reference (a) establishes the configuration  
management policy for Navy Manpower, Personnel, Training and  
Education (MPT&E) commands, and is the primary authority for  
implementation of CM within COMNAVCRUITCOM.

a. The COMNAVCRUITCOM (N6) Chief Information Officer (CIO)  
has overall responsibility for implementing and maintaining a  
Configuration Management Program in accordance with references  
(a) through (d) and this instruction.

b. Reference (b) identifies command level duties and  
responsibilities that apply to research, development and  
acquisition and associated life-cycle management within the U. S.  
Navy, including the acquisition and life-cycle management of  
Information Technology systems.

5. Discussion

a. Configuration Management is defined in Section 4.2.3.6 of DoD-D-5000.1 of reference(c) as: "...the application of sound business practices to establish and maintain consistency of a product's attributes with its requirements and product configuration information. It involves interaction among government and contractor program functions such as systems engineering, design engineering, logistics, contracting, and manufacturing in an Integrated Product Team environment. Configuration management includes system hardware, software, and documentation (data)."

b. CM Process Attributes. The following are attributes of the configuration management process:

- Configuration Identification - uniquely identifying the functional and physical characteristics of a configuration item
- Configuration Change Management - controlling changes to a product using a systemic change process
- Configuration Status Accounting - capturing and maintaining the configuration of an item throughout the lifecycle
- Configuration Verification and Audit - ensuring product design is accurately documented and achieves agreed upon performance requirements.

5. Action. The Configuration Manager will be assigned in writing by the COMNAVCRUITCOM N6 (CIO). The Configuration Manager will implement processes and procedures to support the following key elements of an effective configuration management program in accordance with reference (d). COMNAVCRUITCOM CM processes and procedures will be promulgated by separate correspondence and maintained in the configuration management library.

6. The elements of Configuration Management include:

- Configuration Planning and Management
  - Define Application environment
  - Specify tools, techniques, and methods
  - CM plan implementation
  - Integrate configuration management with other processes
  - Procedures and conduct training
  - Measure performance
- Configuration Identification

- Product information
  - Product structure
  - Product identifiers
  - Document identification
  - Configuration items baselines
  - Product identification recovery
  - Interface controls
- Configuration Baselines
    - Requirements
    - Design releases
    - Product configurations
      - Hardware
      - Software
      - Documentation
      - Data
      - Code
- Configuration Change Management
    - Change decisions based on impact
    - Assure changes are justified
    - Evaluate cost and savings
    - Communicate change information
    - Preserve product interfaces
    - Maintain product baselines
    - Keep documents and products in sync
    - Document and limit variances
    - Facilitate supportability after change
- Configuration Status Accounting (CSA)
    - Correlate, store, maintain and provide readily available views of, and access to, accurate and timely information about a product and it's documentation throughout the life cycle.
- Configuration Verification and Audit
    - Establish that the performance and functional requirements defined in the configuration documentation have been achieved by the design and that the design has been accurately documented.
    - CM of Digital Data (including software code)
    - Digital data identification

- Data status level management
- Maintenance of data relationships
- Data version control
- Digital data transmittal
- Data access control

7. The Configuration Manager will develop a charter for the establishment of a COMNAVCRUITCOM wide Functional Review Board (FRB) for change control. The charter will specify the board scope (including working and advisory groups), permanent and associate membership, ancillary participation, roles and responsibilities, and overall change control policy and procedures.

/s/  
P. E. DONAHUE  
Deputy

Distribution:  
COMNAVCRUITCOMINST 5216.2V  
Lists: I (A, C, & D), IIA, IIIA