



ORDER 200.1

Title:	CONFIGURATION MANAGEMENT OF NETL INFORMATION TECHNOLOGY RESOURCES
Owner:	Jerry Craig, Cyber Security Program Manager, Information Technology Division, Office of Institutional and Business Operations
Approving Official:	Thomas M. Torkos, Chief Operating Officer, Office of the Director {signature} /s/ Thomas M. Torkos _____
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Cancellation:	Procedure 200.1-1A, Configuration Management of NETL Information Technology Resources

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1. **PURPOSE**

- a. To set forth the National Energy Technology Laboratory (NETL) policy on the configuration management of information technology resources.

2. **APPLICABILITY**

- a. This order applies to all federal and contractor Information Technology Division (ITD) personnel.

3. **POLICY**

- a. It is the policy of NETL to abide by the requirements in the DOE CIO Guidance CS-8, Configuration Management Guidance.

4. **IMPLEMENTATION**

- a. The information technology primary support contractor (IT-PSC) will develop a configuration management plan (CMP) that defines the methodology for configuration change control during system development, and after deployment, tracking of security flaws, authorization of changes, and the certification and accreditation process.
- b. The IT-PSC will develop monitoring processes for the documentation, control, and approval of configuration changes to any DOE system.
- c. The ITD and the IT-PSC will maintain a configuration control board (CCB). The CCB will be responsible for ensuring the configuration management plan is followed.

5. **RESPONSIBILITIES**

- a. **Information Technology Division (ITD)**
 - (1) Approve the IT configuration management plan (CMP).
 - (2) Allocate the appropriate resources to ensure the success of the established CMP.
 - (3) Enforce compliance with established CMP throughout the division.
 - (4) Establish CM policies.
 - (5) Ensure the IT-PSC is following the CMP.
 - (6) Monitor activities of the configuration control board (CCB).
 - (7) Review CCB activity and audit reports.

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- b. Information Technology Primary Support Contractor (IT-PSC)
 - (1) Maintain, publish, and enforce the CMP.
 - (2) Execute the CMP.
 - (3) Implement approved configuration changes.
 - (4) Assist ITD in developing and maintaining CM policies and procedures.
 - (5) Provide an adequate configuration management database (CMDB).
 - (6) Ensure NETL’s disaster recovery plan (DRP) and other plans and procedures are updated with the CM information and processes.
- c. Information Technology Primary Support Contractor (IT-PSC) Program Manager (PM)
 - (1) Serves as the CCB chair or appoints, in writing, a designated CCB chair.
 - (2) Appoints CCB members.
- d. Configuration Control Board (CCB) Chair
 - (1) Leads the NETL configuration control board.
 - (2) Has authority to make decisions on requests related to the quality and integrity of administrative information technology resources and associated environment.

6. **REQUIREMENTS**

- a. DOE CIO TMR-8, [Configuration Management](#).
- b. NETL IT Configuration Management Plan.

7. **REFERENCES**

- a. None.

8. **DEFINITIONS**

- a. CCB Chair — Person designated to ensure the CCB operates and functions in accordance with NETL policies and procedures.
- b. CMDB — Configuration Management Database.

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- c. Configuration Control Board (CCB) — Designated board of individuals responsible for ensuring the configuration management plan, used to establish the overall configuration management requirements to control hardware, software, and documentation within the NETL Information Technology Division (ITD), (office symbol 715) is followed.
- d. IT-PSC — Primary support contractor responsible for designated areas of the ITES contract (for example, desktop, network, and cyber security).
- e. IT-PSC Program Manager — Manager of the ITES contract project at NETL.

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9. **REVISION HISTORY**

VERSION	DATE	SUMMARY OF CHANGES
P 200.1-1	3/17/03	To establish requirements and responsibilities related to configuration management of NETL's information technology resources.
P 200.1-1A	3/19/04	Revisions were needed to upgrade references and to correct grammatical errors.
M 200.1	6/5/07	This order will serve as the replacement for the CM procedure. The document was placed into the new directives format.

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