CHANGE CONTROL WORKING GROUP (CCWG) CHARTER

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1. PURPOSE

The Change Control Working Group (CCWG) represents the interests of the Federal Grain Inspection Service (FGIS) by administering a structured procedure to evaluate Change Requests (CRs) and facilitate implementation of those changes which enhance operational efficiency and effectiveness.

2. SCOPE

The CCWG shall review CRs, provide recommended action to the FGIS Executive Management Team (EMT) for their approval, facilitate implementation of approved changes when necessary, and ensure final dispositions are communicated to FGIS employees. The types of CRs within scope include those affecting:

- Processes and procedures such as Standard Operating Procedures (SOPs) that affect broad groups within the Agency. (SOPs that are specific to a local work unit are excluded.)
- Access to resources and information
- Program policies, directives and notices, FGIS administrative directives, and regulations (including public requests and congressional actions).
- Program and legislative initiatives
- FGIS forms, standardized letter templates, and publications
- FGIS culture and morale
- Communication within FGIS and with external customers
- Training

FGIS employees should use the GIPSA Idea Hotline Program and suggestion boxes for requests relative to GIPSA-wide issues; these mechanisms can also be used to initiate an anonymous CR. Safety related issues should be directed to the appropriate Safety Officer rather than the CCWG.

CRs or suggestions regarding specific personnel or specific personnel actions are considered outside the scope of the CCWG and shall not be shared with CCWG members.

3. RESPONSIBILITIES

Upon receipt of a CR, the CCWG will make a determination as to whether or not the CR is within its scope. If not, the CR will be returned to the requestor. If the CR is within CCWG's scope, the CCWG will perform the following activities:

- Obtain an understanding of the problem/ issue to include a determination of any impact the CR may have on the consistency and uniformity of current Agency policies and procedures.
- Identify Subject Matter Experts (SMEs) and coordinate with identified SME's Supervisor to gain assistance with researching changes as required.
- Meet periodically to assess and review submitted CRs.
- Decide what action is appropriate in response to CRs and provide recommendations to EMT for approval to include a recommendation on maintaining uniformity in policies and procedures impacted by the CR.
- Incorporate cost-benefit analysis into the decision-making process for major changes, if applicable.
- Record minutes for regularly scheduled meetings.

In addition to reviewing CRs, the CCWG will provide a quarterly report to EMT on the number of CRs: a) submitted, b) recommended for Approval, c) recommended for Disapproval, d) sent to EMT without consensus, e) implemented, f) pending consideration by CCWG. For major change requests, the CCWG will present its recommendations to the EMT, if needed.

4. CHANGE REQUEST CLASSIFICATION

In order to define the appropriate level of documentation needed to support recommendations to the EMT, CRs will be classified as either "major" or "minor".

4.1 Major Change Request

Major changes include:

- Modifications that require the Office of Management and Budget (OMB), Office of the General Counsel (OGC), or Secretary's approval
- Expenditures that exceed the current limit of the USDA Purchase Card
- Programmatic impacts (i.e. training, affects more than one division/ process/ procedure, etc.)
- Industry impacts
- Union Agreement impacts

For major CRs, the CCWG will submit a justification package to the EMT for approval, which includes the following, as appropriate:

- Original CR with recommendations
- Supporting documents
- Cost estimate/ analysis

4.2 Minor Change Request

Minor changes include:

- All other CRs not described in paragraph 4.1 above

For minor CRs, the CCWG will submit their recommendation and appropriate comments on the original CR to the EMT for decision.

APPENDIX A - MEMBERSHIP

Members must be permanent employees in order to apply to be part of this group. The CCWG consists of 7 voting members and one non-voting member as depicted in the following table.

Voting Members	Non-voting Members
• One from our domestic field offices (Stuttgart, Grand Forks, and Cedar Rapids) • One from our export field offices (Portland, New Orleans, Olympia, League City, and Toledo) • One from the Compliance Division (CPD) and the Office of Departmental Initiatives and International Affairs (DIIA). • One from Field Management Division (OD and PPMAB) • Two from the Technical Services Division (TSD) • One representative from the Union.	• Liaison from the Office of the Deputy Administrator (ODA)

A Chairperson and Vice-Chairperson are elected from among the voting members by secret ballot. Once elected, they will serve in the elected capacity for 12 months, unless a majority of the CCWG voting members and the ODA Liaison determine that the elected official (s) are not fulfilling their responsibilities.

I. Term/ Rotation

The following table shows the schedule in which each CCWG member completes their term and a new member is selected. The charter members of the CCWG will serve different term lengths in order to initiate a staggered rotation; thereafter, new members selected by the EMT to serve on the CCWG will serve terms of two and three years. Members can serve a maximum of two consecutive terms.

May 1, 2010-May 1 2011		May 1, 2012	May 1, 2013
Domestic F/O	1	1 new	1 remains (elected in 2012)
Export F/O	1	1 remains	1 new,
CPD and DIIA	1	1 remains	1 new
FMD-HQ	1	1 remains	1 new
TSD	2	1 new, 1 remains	1 new, 1 remains (elected in 2012)
Union Rep.	1	1 new	1 remains
Total	**7**	**3-new, 4-remain = 7**	**4-new, 3-elected in 2012 remain = 7**

II. Replacement

Should a member resign or otherwise fail to serve the full length of their term, the departing member's Division Director/Manager will appoint a replacement to complete the remainder of that member's term.

If an elected position becomes vacant, the CCWG will elect another voting member to fill the position.

III. New

The CCWG will provide EMT the number of new member(s) needed by the beginning of each term. EMT will solicit volunteers and select new member(s) by the beginning of the fiscal year.

IV. Membership Responsibilities

Member	Responsibilities
Chairperson	• Coordinate meeting schedules • Initiate meeting • Provide an agenda • Serve as point of contact (POC) to EMT • Canvas all members for concurrence after all essential information required for CR decision is developed and presented; due to time constraints, the Chairperson may defer a decision until information is available • Request, when necessary, appropriate members provide additional information required for later consideration of a CR • Existing ODA resources transfer with Chairperson (i.e. audio conference instant meeting, blackberry, etc.)
Vice-Chairperson	• Monitor and update CRs • Makes initial determination of whether CRs is within CCWG scope • Fulfills Chairperson's responsibilities in the absence of the Chairperson
Reporter	• Responsibilities include but not limited to the following: -GIPSA News Article -Quarterly Report to EMT • Record and post minutes from regularly scheduled meetings to the

Member	Responsibilities
	shared drive
Voting Members	• Required to participate in at least 75% of regularly scheduled meetings (Participate includes providing input to CCWG) • Perform responsibilities outlined in Section 3, excluding responsibilities specific to non-voting members
ODA Liaison	• Liaison between the CCWG and EMT • Provide Quarterly Report to EMT • Provide necessary resources as required • Assign a EMT proxy when unavailable • Provide feedback to immediate supervisor on performance of CCWG members (a statement regarding CCWG participation will be added to the Mission Results element of the performance appraisal)

APPENDIX B - CCWG STANDARD OPERATING PROCEDURES (SOP)

Date Last Update: - 6/09/2011 Revision: 03

I. Sources

The Change Control Working Group (CCWG) Charter should be reviewed to increase employees' understanding of the responsibility, authority, composition, and function of the CCWG.

This SOP provides specific guidance on "how" to do specific tasks designed for optimal process efficiency. This SOP should be considered a living document, to be reviewed and updated regularly as requirements change.

II. Process Point of Contact

The CCWG will administer the Change Requests (CRs) process. The Office of the Deputy Administrator (ODA) will be responsible for updating this SOP.

III. Definitions

1. **CCWG:** Change Control Working Group receives and reviews CRs, provides recommended action to the Federal Grain Inspection Management Team (EMT) for approval, facilitates implementation of approved changes, and communicates final disposition to FGIS employees.

2. **CR:** Change requests must be submitted to the CCWG by email.

3. **FGIS:** Federal Grain Inspection Service

4. **EMT:** Federal Grain Inspection Executive Management Team reviews the recommendations from the CCWG pertaining to CRs and provides their Approval, Disapproval with Justification, or Pending Approval with Comments.

5. **SME(s):** Subject Matter Expert can be an individual or a previous committee/ team that posses the technical expertise in a particular field or functional area. The CCWG must coordinate with the SME's Supervisor for gaining SME assistance with information gathering or clarification when additional research is required.

IV. Procedures

A. Meetings

The CCWG will schedule meetings on an as-needed basis depending upon the volume and urgency of CRs. As a minimum, the CCWG will hold regularly scheduled meetings at least

quarterly; one of which will be face-to-face meetings (one meeting annually); remaining meetings may be conducted by teleconference or video teleconference.

The Chairperson will notify the CCWG members no less than three business days in advance of an unscheduled meeting. The Chairperson will notify the CCWG members of all CRs to be addressed in a meeting at least three business days in advance of the meeting.

To constitute a quorum, at least four voting members plus an ODA representative must be present for CCWG meetings. No CR may be addressed in a CCWG meeting where the Division(s) primarily affected is not represented (at least by proxy on the specific issue).

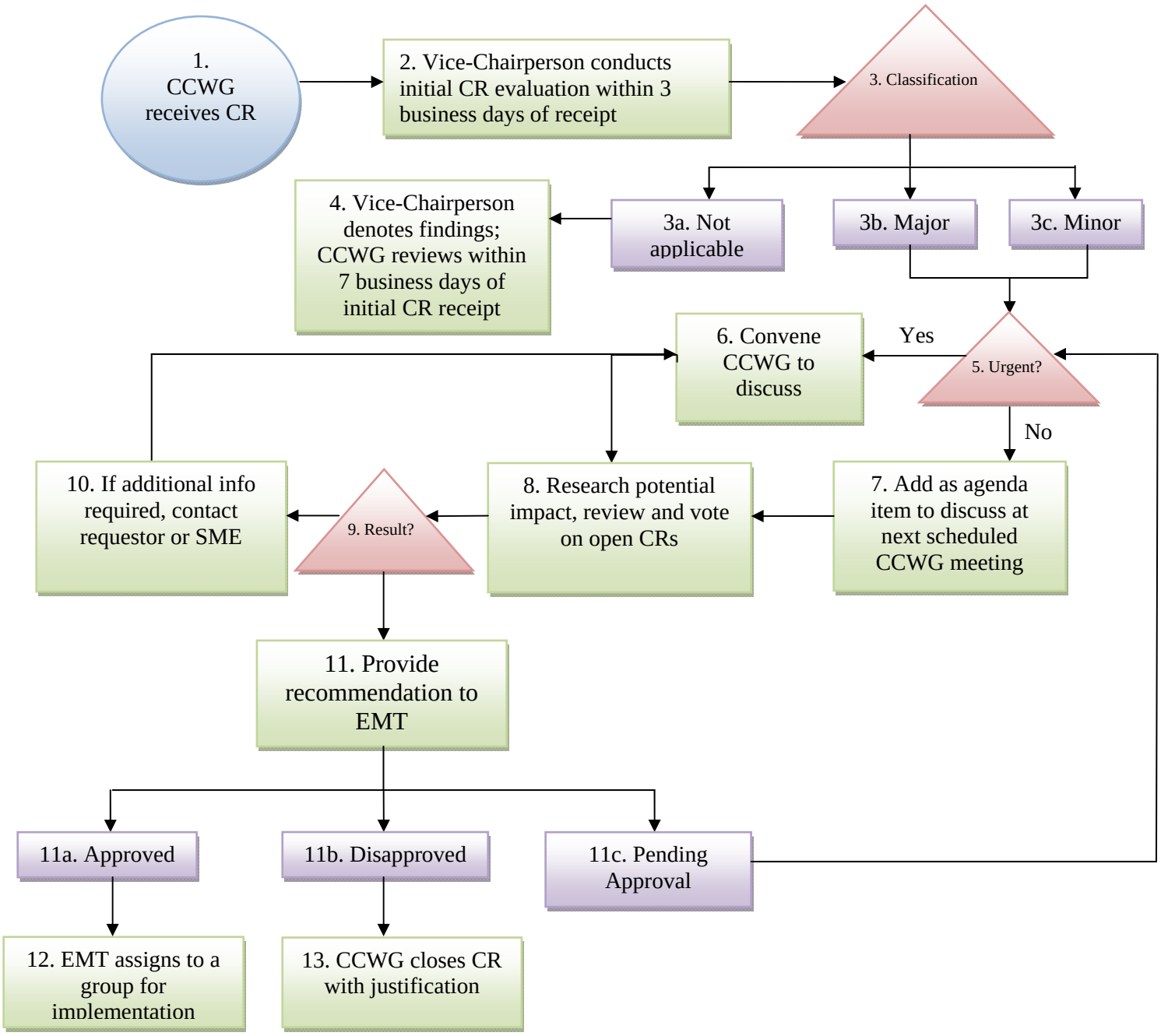
B. Minutes

The reporter will post minutes in the shared drive within five business days of the regularly scheduled meetings. The CCWG meeting minutes should include attendees, date, CRs considered (title, Control #, and Status), and other issues discussed.

C. Decision-Making

- Every CCWG recommendation should be backed by consensus of the voting members. That is, no person's disagreement should be so strong as to preclude full support of the group's recommendation. When a consensus cannot be reached, the Chairperson will call for a vote (including proxies): the report to the EMT should include the vote results and the strong points of disagreement that precluded achieving consensus.
- When voting members cannot attend a meeting, they must name another voting member as their proxy in writing and submit to the CCWG.
- All CCWG recommendations will receive final EMT decisions: Approval, Disapproval, or Pending Approval with Comments; the EMT will provide justification for Disapproval on the original CR.
- An EMT determination of Pending Approval with Comments shall be accompanied by further direction regarding the actions that CCWG or others should take to achieve a supportable solution.

V. Process Flow Diagram



VI. Process Descriptions

1. CRs are submitted by email. The CR form located in the CCWG Charter must be attached to the email for consideration and review.

2. The Vice-Chairperson will conduct the initial review of the CR within 3 business days of receipt **(performance measure, see Section VI)** to determine if it is applicable. This initial review will consist of determining whether the CR is within the CCWG scope, a duplicate, or if a similar CR is being addressed. CRs dealing with program policies require the submitting division's Director's concurrence.

3. If the CR is classified as *major*, **proceed to step 5**; *minor* **proceed to step 5**; *not applicable*, **proceed to step 4**.

4. The Vice-Chairperson will document findings in the shared drive to explain why the CR is determined not applicable. The remaining CCWG will review the CR and Vice-Chairperson's findings within 7 business days from the initial request **(performance measure, see Section VI)** for objection.

    - If no objections to the Vice-Chairperson's findings, the Vice-Chairperson will close the CR with a justification within 10 business days of receipt **(performance measure, see Section VI)**. If the CCWG objects to the Vice-Chairperson's findings, **proceed to step 5**.

5. The Vice-Chairperson will coordinate with the Chairperson to determine the urgency of the CR, whether it needs to be addressed immediately or if it can wait until the next scheduled CCWG meeting.

6. If the CR is an urgent request or additional information is required, the Chairperson will convene an immediate CCWG meeting to discuss. The Chairperson will notify the CCWG no less than 24 hours in advance of an unscheduled meeting **(performance measure, see Section VI)**.

7. If the CR is not an urgent request, the Chairperson will add the CR to the agenda for discussion at the next regularly scheduled CCWG meeting, **proceed to step 8.**

8. The CCWG members will research any impact the CR may have on the consistency and uniformity of current Agency operations, including regulations, operating procedures, policies, access to resources and information, program directives, program and legislative initiatives, union contracts and so forth. After research, members will review and vote on open CRs and determine a result. The Reporter will post CCWG minutes in the shared drive within 5 business days of the regularly scheduled meetings **(performance measure, see Section VI)**.

9. Based on review and analysis, the CCWG will determine whether additional information is required or whether to proceed with a recommendation to the EMT.

10. If additional information is required, the CCWG will contact the requestor and/or identify SMEs to obtain assistance or clarification. Otherwise **proceed to step 11**.

11. The CCWG will provide a recommendation to the EMT for approval. For major CRs, the CCWG will submit a justification package to the EMT for approval as defined in the CCWG Charter. For minor CRs, the CCWG will submit their recommendation and appropriate comments on the original CR to the EMT for approval. The CCWG recommendation will receive final disposition by the EMT (Approved, Disapproved with Justification or Pending Approval with Comments).

    a. If final disposition is Approved, the EMT will assign the CR to the appropriate committee or division for implementation, **proceed to step 12**.

    b. If final disposition is Disapproved, the EMT will close the CR providing justification on the original CR.

    c. If final disposition is Pending Approval, the EMT will approve the CR with comments and forward to the CCWG for further review, **proceed to step 5**.

11. Depending on the type of change, the Approved CR is assigned to the CCWG, FMD, CPD, OIA or TSD for implementation. The assigned committee or division is responsible for monitoring the progress of approved CRs to ensure their implementation and closure.

VII. Performance Measurement/Metric

Performance standards have been established to improve the efficiency in the operations and performance of the CCWG.

- Vice-Chairperson will conduct the initial review of the CR within 3 business days of receipt.
- CCWG members will review the CR and Vice-Chairperson's findings within 7 business days from the initial request.
- For non-applicable CRs, the Vice-Chairperson will close the CR with a justification within 10 business days of receipt.
- The Chairperson will notify the CCWG no less than hoursthree business days in advance of an unscheduled meeting and include a listing of all CRs to be considered.
- The Reporter will post CCWG minutes in the shared drive within 5 business days of regularly scheduled meetings.

APPENDIX C – CCWG CHANGE REQUEST (CR) FORM

CR# ***To be completed by CCWG***		
NAME(S)	**EMAIL ADDRESS**	
OFFICE/TITLE	**WORK TELEPHONE**	
TITLE OF CHANGE REQUEST		
THIS CR AFFECTS: ☐ **STANDARD OPERATING PROCEDURES** ☐ **ACCESS TO RESOURCES AND INFO** ☐ **PROGRAM POLICIES**[1] ☐ **ADMINISTRATIVE DIRECTIVE** ☐ **REGULATION**	☐ **LEGISLATIVE INITIATIVE** ☐ **PROGRAM INITIATIVE** ☐ **FGIS FORMS** ☐ **FGIS CULTURE AND MORALE** ☐ **STANDARDIZED LETTER TEMPLATES**	☐ **COMMUNICATION** ☐ **PUBLICATIONS** ☐ **TRAINING** ☐ **OTHER**
DESCRIBE THE REASON FOR THE CR AND ITS IMPACT *(ATTACH SUPPORTING DOCUMENTS, IF NECESSARY)*		
DESCRIBE PROPOSED SOLUTION *(ATTACH SUPPORTING DOCUMENTS, IF NECESSARY)*		
CCWG RECOMMENDATION *(ATTACH SUPPORTING DOCUMENTS, IF NECESSARY)* ***To be completed by CCWG***		
To be completed by CCWG ☐ **FMD IMPLEMENTATION** ☐ **CPD IMPLEMENTATION** ☐ **TSD IMPLEMENTATION** ☐ **OIA IMPLEMENTATION** ☐ **CCWG IMPLEMENTATION** ☐ **ODA IMPLEMENTATION**		
[1]***Requires Division Director concurrence***		
To be completed by EMT **EMT DISPOSITION:** ☐ **APPROVE** ☐ **PENDING APPROVAL W/ COMMENTS** ☐ **DISAPPROVE W/ JUSTIFICATION**		
EMT COMMENTS:		