

# **ENTERPRISE INFORMATION TECHNOLOGY CONFIGURATION MANAGEMENT**

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## **I. Purpose**

This Directive establishes the Department of Homeland Security (DHS) policy regarding enterprise information technology (IT) configuration management (CM).

## **II. Scope**

- A. This Directive applies throughout DHS and to enterprise data center CM program personnel that manage and control unclassified IT systems and subsystems.
- B. This document provides the minimum level of CM requirements. DHS Components and enterprise data center CM program personnel may supplement this Directive to protect their compartmental data and infrastructure.
- C. Enterprise IT CM used within this Directive refers to programs that are aligned with and support Departmental or inter-agency systems that may cross Component lines.
- D. Submit written requests to the Information Technology Services Office, Risk Management Division, Configuration and Change Management Branch for exemptions to this policy or portions therein.

## **III. Authorities**

- A. Title 44, United States Code, Chapter 35, "Coordination of Federal Information Policy"
- B. NIST Special Publication 800-53, "Recommended Security Controls for Federal Information Systems and Organizations"
- C. DHS Delegation 04000, "Delegation for Information Technology"

- D. DHS Management Directive 4010.2, "Section 508 Program Management Office & Electronic and Information Technology Accessibility"
- E. DHS Directive 140-01, "Information Technology Systems Security"
- F. DHS Sensitive Systems Policy Directive 4300A
- G. American National Standards Institute / Electronic and Information Technology Association (ANSI/EIA) Standard-649B
- H. IT Services Governance Board (ITSGB) Charter
- I. DHS Infrastructure Change Control Board (ICCB) Charter
- J. DHS ICCB Change Management Handbook

## IV. Responsibilities

### A. **DHS Chief Information Officer (CIO):**

1. Oversees and sponsors the DHS Enterprise CM Program, administered by the Information Technology Services Office (ITSO); and
2. Directs, monitors, and enforces the implementation, maintenance, and compliance of the CM Program.

### B. **Component Chief Information Officers:**

1. Ensure compliance with all aspects of this Directive; and
2. Support the implementation, maintenance, and compliance of the CM Program.

### C. **DHS Enterprise CM Program Personnel:**

1. Establish a secure and sound CM framework while ensuring definition and maintenance of enterprise configuration baselines;
2. Identify, manage, and track associated hardware, software, and documentation configuration items for DHS enterprise systems;
3. Develop companion DHS CM publications on an as-needed basis;
4. Promote comprehensive and uniform CM practices across DHS;

5. Manage and perform operational practices in support of the Infrastructure Change Control Board (ICCB); and
6. Manage and perform operational practices in support of the CM Integrated Project Team (IPT).

D. **Component and Enterprise Data Center CM Program Personnel:**

1. Manage and practice appropriate levels of CM in support of the DHS Enterprise CM Program and in conformity with companion DHS CM publications;
2. Comply with the ICCB Charter;
3. Utilize enterprise CM tools for submitting and modifying enterprise configuration and change management artifacts;
4. Provide representation to the CM IPT;
5. Submit CM summary data as requested to the DHS Enterprise CM Program for tracking and reporting purposes;
6. Develop a change control board charter and obtain approval and sign-off from the Chief Information Officer or designated authority. The charter documents and aligns with the scope, roles, and responsibilities as outlined in the DHS ICCB Charter;
7. Develop, document, and implement quality management capability for CM artifacts consistent with those used by the DHS Enterprise CM Program;
8. Provide CM training to all personnel engaged in configuration and change management practices at Component and/or enterprise levels; and
9. Ensure that operational systems' authorized security postures are not degraded.

## V. Policy and Requirements

The **DHS Enterprise CM Program:**

- A. Serves as the foundation for DHS and enterprise data center CM program personnel to execute enterprise IT configuration management.

B. Ensures that comprehensive and uniform practices are followed by the Department and enterprise data center CM program personnel.

C. Monitors compliance with program requirements documented in this policy.

D. Functions align with the ANSI/EIA-649B Standard as follows:

1. Configuration Management Planning and Management

This function plans and manages the CM process and provides for monitoring and improvement of CM processes. This includes planning, coordinating, and managing all tasks necessary to implement CM principles and to conduct CM activities. CM planning and management occurs throughout all system lifecycle phases.

2. Configuration Identification

This function establishes a structure for products and product configuration information; selects, defines, documents, and baselines product attributes and relationships; and assigns unique identifiers to each product and product configuration information. All configuration items are documented in a Configuration Management System (CMS).

3. Configuration Change Management

This function ensures that changes to a configuration baseline are properly identified, prioritized, documented, coordinated, evaluated, and adjudicated.

4. Configuration Status Accounting

This function manages the capture and maintenance of product configuration information necessary to account for the configuration of a product throughout its lifecycle.

5. Verification & Audit

This function reviews processes, documentation, and products to verify compliance with requirements, and confirms that products have achieved their required attributes and conform to released product definition information.

## VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Information Officer, Information Technology Services Office (ITSO), Risk Management Division at [CCMBranch@hq.dhs.gov](mailto:CCMBranch@hq.dhs.gov).

  
Chris Cummiskey  
Acting Under Secretary for Management

4/10/14  
Date