

OD/NIH Change Control Policy

Policy to Manage the Risks
Posed by Changes to Systems
Between August 16, 1999 and January 30, 2000

1. Introduction

This policy addresses Year 2000 (Y2K) system readiness in accordance with the NIH Y2K Change Control Policy at <http://irm.cit.nih.gov/y2000/changepolicy.htm>. This policy establishes a general framework for evaluating and making changes to OD/NIH systems (i.e., Non-Mission Critical Systems tracked by NIH & HHS, application systems, software and operating systems) between August 16, 1999, and January 30, 2000. The OD Change Control Policy applies to any system changes involving date logic processing. (Date logic processing includes date storage, calculation, and sorting.)

The policy does not apply to test or development systems.

2. Policy

2.1 System Changes Between August 16 - September 30, 1999

During this period, OD organizations must continue to monitor and ensure the Y2K readiness of all systems. In that regard, OD must:

- Continue to install Y2K fixes as supplied by the vendors.
- Certify that any new equipment is Y2K ready before installation.
- Inform the CIO/OD of all systems changes with potential date logic processing impact. The CIO/OD will coordinate with the Systems Manager to schedule an appropriate time for follow-up Independent Verification & Validation (IV&V) reviewing.

2.2 Moratorium on System Changes Between October 1, 1999 - January 30, 2000

OD organizations must:

- Assess the operational risk introduced by any proposed system changes;
- **Not** make any changes with potential date logic processing impact between October 1, 1999, and January 30, 2000.

Compelling situations that warrant such changes during this moratorium must be proposed to the CIO/OD for review. Upon preliminary approval, the CIO/OD will forward such changes to the Executive Officer/OD for final approval before implementation.

Emergency fixes required during the moratorium must be handled according to the procedures outlined in the system's Contingency Plan. If a Contingency Plan does not exist, one must be developed by October 1, 1999. Examples of emergency conditions include *potential*:

- Failure of the system to operate;
- System corruption of input or output data;
- Security-related incidents.

2.3 Risk Assessment Considerations

When analyzing the benefits and risks of proposed system changes, the OD Office must carefully assess the:

- Impact on entities inside and outside the NIH;
- Broader context (i.e., the risks associated with multiple changes occurring simultaneously);
- Changes to dataflows between the OD and NIH and/or other agencies or institutions to determine the impact on involved parties/entities;
- Existing Memoranda of Understanding between the OD and the other agencies or institutions.

Attachment - List of OD Non-Mission Critical Systems

OD Non-Mission Critical Systems

ID	ORG.	ACRONYM	NAME
OD/OA 355	OA/OLM		Transportation Billing System
OD/OA 353	OA/OPM	FAR Master 3	Federal Acquisitions Regulations
OD/OA 354	OA/OPM	FOIA Tracking	Freedom of Information Act Tracking
OD/OA 356	OA/OPM	DGS	Document Generation System (IPRO)
OD 340	OAR	ARIS	AIDS Research Info. System
OD 341	OEO	EEOMAS	Equal Employment Monitoring
OD 342	OFM	HIPS	Health Insurance Payment System
OD 343	OFM	CRS	Cash Reconciliation System
OD 344	OFM	FGPS	Foreign Grants Payment System
OD 345	OFM	RBS	Reimbursable Billing System
OD 346	OFM	RDS	Royalties Data System
OD 347	OFM	FPS	Fellowship Payment System
OD 348	OFM	NRSA	NRSA Debit Collection System
OD 349	OFM	FSOS	Fellowship Stipend Overpayment System
OD 350	OFM	FTS	Fellowship Termination System
OD 445	OFM	FPS	Fellowship Awards Payment System
OD 446	OFM	PBBS	Patent Br. Billing Subsystem
OD 447	OFM	PHBS	Procurement Hours Billing System
OD 448	OFM	PBS	Procurement Billing Subsystem
OD 449	OFM	PMBS	Personnel Management Billing Subsystem
OD 450	OFM	POBS	Postal Service Bill Subsystem
OD 474	OFM		ViewStar
OD 330	OHRM	TIRS	Training Information and Reporting
OD 331	OHRM	AVAS	Automated Vacancy Announcement System
OD 332	OHRM	EE	Employee Express
OD/OA 352	OHRM	HRDB	Human Resources Data Base
OD/OA 358	OHRM	IMPACT	Improved Management of Personnel
			Administration through Computer Tech.
OD 377	OHRM	ITAS	Integrated Time and Attendance System
OD 473	OIR		NIH Scientist's Database
OD 351	OSP		Human Gene Transfer Information System
OD 472	OTT	TTIMS	Technology Transfer Information Mgmt.
			System
OD 333	PC/CM	ICMIS	Integrated Committee Management
OD 334	PC/ES		Correspondence Tracking System
OD 335	PC/ES		Imaging System