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**1998 - 1999
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Highlights from the Quarterly Executive Board Meeting

By Ram White

The Quarterly Executive Board Meeting was held in Dallas, Texas, September 25 –26, 1998 and hosted by Kyle Shackelford and Northrop Grumman. The board had a quorum present in order to conduct a business meeting. The Board used the two day meeting to dispense with open issues from the previous meeting minutes, the secretary and treasurer's reports, individual officer and chair reports which included the closing and/or statusing of board member action items.

1. Twenty (20) new membership applications were processed this last quarter, along with 16 membership renewals. The financial status of the ACDM is sound and all current budget requirements can be met. The Association can now accept credit cards, other than American Express, for membership transactions. The Secretary and Treasurer have prepared the administrative process flows to facilitate the transition of membership services.

2. The final planning and actual implementation of an administrative service to manage the handling of ACDM membership has been completed. The Utah based clerical outsourcing service will handle all new and renewal membership enrollments including distribution of newcomer packages and updates of the membership database. It is the board's intent that outsourcing the membership services will reduce response time to membership processing, improve the membership database maintenance, and relieve the secretary of some of the labor intense and time demanding activities and requirements. This process will be monitored closely to evaluate its overall value to the membership and to benchmark the service for possible expansion in to additional functions.

3. The board is also addressing the strategic focus of the ACDM by evaluating the mission statement, the organization's goals and objectives, and the membership's interests and benefits. The purpose of this activity is to clarify and crystallize the strategic direction of the organization, exam the interactions with membership and other professional groups, and plan for the organization's future. The outcome is to be presented at the annual membership meeting.

4. Miscellaneous items: Mary Shack has taken over as Journal editor and as always can use support for ACDM Journal articles. Any member can submit an article for the ACDM Journal directly to her via email: MLBS@juno.com. The CM Chairmanship vacancy needs to be filled and candidate's names can be submitted to any board member. Cindy Hauer presented a status report on the ACDM Annual Conference planning, the conference facilitates and programs, as well as changes that have been incorporated as a result of attendees inputs. The next Executive Board Meeting will be held in Atlanta, January 22-23 1999, to review the Renaissance Waverly Hotel's facilities for the ACDM 1999 Annual Conference along with the regular Executive Board tasks.

1998 - 1999 National Officers

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acdm journal

Editor: Mary Shack

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Members are encouraged to share the information contained herein and are authorized limited reproduction for distribution within their company or organization. To submit articles for publication, or to obtain additional copies of the journal, contact:

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A Message from the President

By Fred J. Bahrs, ACDM National President

A successful ACDM Executive Board meeting was held in Dallas on September 25 & 26. Kyle Shackelford and his employer, Northrop Grumman Commercial Aircraft Division, hosted the meeting. As I stated in my previous article we want to provide you all with a brief of the minutes of these meetings, and it is now contained in this Journal. We want to continue to provide these briefs of executive board meeting minutes so you can keep abreast of what the board is doing for you. Please feel free to provide subjects or ideas to any board member that you would like us to look at. Remember that we are here for your benefit and your input is important.

We are very excited about contracting an outside resource in Salt Lake City to process ACDM memberships. This will eliminate a great deal of work and constant changing of volunteer people and the confusion that comes with it. We have created an implementation plan and hope to have the process in place before Thanksgiving. Please bare with us during this change over, the benefits will soon be felt.

I have drafted a letter of introduction to ACDM for potential new members. This letter is part of a Packet of information about ACDM that was recently handed out at the EIA/NDIA Conference, and will also be handed out at CALS Expo. I am going to have this letter posted on our ACDM home page under the membership Icon, so that all of you have access to it, and can hand it out or reference it to potential new members.

I am repeating the following paragraph from my article in the last Journal because I think it is important to remember who we are. "Interaction and communication is the key for continued value added need and growth of the ACDM association. As I am sure you are aware, CM and DM as a functional entity is being challenged by automation. How shall we as CM/DM practitioners position ourselves and focus our expertise to this changing environment? I encourage all you to get involved as much as you can, let's solve these issues together, and at the same time develop a stronger more active ACDM."

Sincerely,
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New Officer Election Information

By Sam Packer

ACDM will be starting the new officer election process early next year. This is considered a valuable step to find members who will accept a Nomination and become more active in the association. Yes, you may nominate yourself.

Your ACDM Board is a service to the membership. We are there to conduct regular administrative duties and strategic steps toward the running of this successful organization. The Board members are elected volunteers who wish to make a bigger impact to the ideals of configuration and data management.

The positions are - President, Vice-President of Education, Vice President of Services, Secretary, Treasurer, CM Chairperson, DM Chairperson and Board of Governors.

What commitments should you look forward to?

- ACDM member in good standing, dues paid
- Able to serve a one-year term: July 1, 1999 - June 31, 2000
- Able to dedicate your personal time to accomplish ACDM tasks
- Able to attend a minimum of 3 executive board meetings during your term (locations vary)
- Have support of your management and company to serve as a National Board Member which may include time away from work and travel expenses.

As I stated earlier, you may either be nominated by one of your peers, or you may nominate yourself. If someone else nominates you, you will be contacted for permission to run. Please give serious thought to becoming more active in the ACDM association.

If you have any questions, please call me at (303)971-5036, or e-mail me at samuel.h.packer@lmco.com.

WANTED:

Technical Journal Articles

Word format

Cut off date for the 1st quarter issue: *January 15, 1999*

Send to: MLBS@juno.com

ACDM Resource Database: Give Once Get Many

By Paul Olszewski

At our March 98 conference, a questionnaire was distributed to attendees asking them to support an ACDM resource database with some basic information about their jobs and the software(s) that they use. The goal of this database is to give ACDM members some 'networking data' with which to contact other ACDM professionals in order to chat or benchmark or to compare notes and ideas.

The responses from that first questionnaire allowed us to establish a baseline to build our database upon. Now, we are ready to take this to the next level.

To get information from the Database any time, you need to submit data into it once. Simply complete the form and FAX it. Once received, you can request matching data on other ACDM professionals. Every ACDM professional who participates improves the quality of the data you receive!

All requests for data will be verified for authenticity to prevent NON-ACDM members from obtaining your personal data.

By submitting your response, you are giving permission for your name and email address or phone number to be shared with other participating ACDM Members.

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Industry

- Commercial
- Aerospace
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Functions at this location

- Research
- Development
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- Manufacturing
- Consulting
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- Training
- Software Control

Software used (please list)

MRP / ERP: _____
CIM: _____
PDM: _____
EDM: _____
CAD: _____
CAE: _____
Workflow: _____
Lifecycle: _____

Name _____ Day phone _____ OR Evening phone _____

**CHECK OUT THE ACDM WORLD WIDE WEB SITE
OFTEN FOR UPDATES**

www.acdm.org

**IF YOU HAVE ANY COMMENTS OR SUGGESTIONS,
SEND AN EMAIL TO FROBI!**

frobi@kami.com

EIA/NDIA Conference & Workshop

By Fred J. Bahrs, ACDM National President

Following are the highlights from the 1st annual Electronic Industries Association (EIA) / National Defense Industrial Association (NDIA) Cooperative Engineer and Technical Management Conference & Workshop held September 14-18 in San Diego, CA. The theme of the conference was "Reaching for Success -- Fostering 21st Century Partnerships". This annual event is a joint committee workshop consisting of Configuration/Data management, Software and Systems Engineering committees of the EIA and the Technical Information Division of the NDIA. This article will focus on the subject discussions and outcome of this important conference and workshop as it pertains to our CM & DM business environments and education.

On Saturday and Sunday prior to the start of the conference, the NDIA conducted their CDM Certification Course and Testing. Approximately 24 people participated in the rigorous course and then tested on Monday. The course is two days of intensive review and study that provides the CDM professional with the knowledge needed to achieve certification. It is specifically for the individual with sufficient CM and or DM experience that wants to seek professional certification.

Continuing along educational lines, The EIA also conducted their 4-day CM training program in parallel with the conference and workshop. This course provides a solid framework for the use of basic CM methodology in Government or Commercial design and manufacturing activities using the principles of ANSI/EIA-649.

The EIA G33 committee is the oldest and strongest association in existence with a primary goal focused on CM & DM. G33 has been influential on every DoD CM, DM & Related MIL-STDs since their inception. Recently the G33 was responsible for the development of the new non-government standard for CM, titled "National Consensus Standard for Configuration Management", its identification number is ANSI/EIA 649. An ACDM CM subcommittee along with committees from other associations participated in the review cycle of 649. G33 was also deeply involved with the new MIL-STD-2549 for the specification of the CM & DM Data Interface required by DoD for an automated information system. In addition G33 is involved with the new MIL-HDBK-61 which provides implementation guidelines for CM for the DoD acquisition managers.

This year's workshop had near record attendance and once again, a very busy agenda.. A total of 16 Tutorials and 10 Panel workshop sessions were provided without any night time schedule. Following is a list of the tutorial & panel subject matter.

Tutorials:

- A - Obtaining Electronic Data by Using MIL-STD-2549
- B - ISO 9000, 10007 and 14000
- C - MIL-HDBK-61
- D - Product Data Management
- E - Single Process Initiative (SPI) Lessons Learned
- F - Application Lab of 649, Configuration Management Principles
- G - Overview of EIA 632 Standard on "Processes for Engineering a System"
- H - EIA IS 731, Systems Engineering Capability (Four Parts)
- I - Introduction to Software Life Cycle Process Standards
- J - Capability Maturity Models and the Configuration Data Management Process
- K - Framework for a Common Operating Digital Environment (CODE)
- L - A Shared Electronic Information Environment, CM & DM Updated-Digital Drawing/Product Information
- M - Market Research & Sd-5-Rel 1996 Tutorial
- N - Defense Standardization Program (DSP)
- O - New Procedures for Developing EIA Standards & Publications
- P - European Initiatives in CM

Workshop Panels:

- 1 - Data Management
- 2 - Advanced CM Management for Management and Team Leaders
- 3 - Product Definition Data and Current Standards
- 4 - Capability Maturity Models and the Configuration Data Management Process
- 5 - Data Integration Across the System Life Cycle
- 6 - Integration of CM Functions into Information Technology
- 7 - Moving to Paperless Acquisition (the Impact on the Government Suppliers)
- 8 - Software
- 9 - EIA-632 - Processes for Engineering a System
- 10 - EIA/IS 731 - Systems Engineering Capability Model

continued on page 7

A wealth of knowledge was presented, shared and discussed in an open communication environment. An exit report consists of about 50 some Power Point slides that showed the key items presented by the various panels. Later in the year the final report will be posted on the EIA government division home page for those who attended the conference.

Besides our own ACDM conference, I highly suggest you make an effort to attend this tremendously energetic event. Speaking of the ACDM conference, I want to encourage all of you to schedule and budget for the ACDM 1999 Conference being held March 29 through 31 in Atlanta, GA. Look for continuous updates on our conference, as once again it is building up to become a very exciting CM event.

If you have any questions, clarifications, additional information you want share or just want to discuss CM stuff, please fell free to contact me.

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Tools For The Configuration Management Professional (Old and New of EC³ Corp)

Book: *Engineering Documentation Control Handbook*, Noyes publications,
by Frank Watts (\$54 + \$3s/h).

Standards Manual: 42 generic standards (70 pages) on New Product / Document Release, BOM structuring and content, Change Request, and Change Control. Edit to suit your needs. (\$350 + \$7s/h) 10% off if ordered within 60 days.

EC³ Soft Standards Module: Move toward paperless with the above standards manual on line in a client server arrangement for Windows © 95, 97 or NT. Tailor and add standards to suit. Many design choices. Demo available. (**for 50 seats** - \$795 + \$7s/h)

Seminars: The most visible segment of business is giving seminars in EDC / CM for the University of Wisconsin Milwaukee, Continuing Engineering Education program (home page www.uwm.edu/dept/cee) and private seminars at your site.

Consulting: The Company also offers help in process assessment / improvement, benchmarking, real change volume reduction and real change cost reduction.

More Coming: Watch for EC³ Soft modules on **Change Management** - Change Request, Change Control, Change Cost and Field Change.

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Address Correction Requested

Please forward any address label changes to Cynthia Hauer at: 256.890.8083 or
E-mail: hauercc@aol.com immediately.

Extra! Extra! Read All About It!!!!

Announcing the 1999 ACDM Technical Conference...

**March 28th – April 1st, in Atlanta, GA
at the Renaissance Waverly Hotel**

**The Theme this year is
CDM: The New Paradigm
Thinking Out of the **