

REQUEST FOR CHANGE						CMB USE ONLY	
						1. DATE LOGGED	2. RFC NO.
TO: OIT APPLICATIONS/QUALITY ASSURANCE DIVISION						7-24-89	194
3. TYPE		4. OFFICE CODE	5. PROJECT NO.	6. PROJECT NAME			
New Project Replacement System Modification Discrepancy Other (Specify)		28	950	IPS			
		7. TITLE				8. ORIGINATOR'S NO.	9. RELATED RFCs
		Addition/Deletion of Data Fields				0002/89	
		10. ORIGINATOR'S MAILING ADDRESS				11. PRIORITY	
		OIT/MSG/ISD 1107 Ames				1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/>	
						12. DATE NEEDED	
13. ORIGINATOR'S NAME (type or print) AND SIGNATURE						14. OFFICE	15. EXTENSION
						ISD	
16. PREPARATION DATE						STAT	
17. SERVICES REQUESTED, NEED FOR CHANGE, DESCRIPTION OF CHANGE							
1) increase response field on Initial, Appeal, & Litigation Taking (Action) menu to 2 characters 2) add field to Appeal open menu to indicate initial P case being processed as an F case or vice versa in appeal case processing 3) add appealed option to Fee-Waiver-Req 4) Delete field indicating the change in case status (App-Cat-Change)							
ILLEGIB							
18. IMPACT IF NOT IMPLEMENTED							
ISD would not have all their required case information for tracking/reporting.							
19. ADP CONTROL OFFICER'S NAME (type or print) AND SIGNATURE						20. OFFICE	21. EXTENSION
STAT STAT						MSG/ISD	
22. DATE						15 11/11/89	
23. AUTHORIZING SIGNATURE						24. EXTENSION	25. DATE
ILLEGIB							
26. ACKNOWLEDGED BY						28. COMMENTS	
STAT						DSD/SSB	
27. EXTENSION						29. DATE	
						7-24-89	
30. C/CMB SIGNATURE		31. EXTENSION		32. COMMENTS		33. DATE	

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR CHANGE FORM

1. For CMB use only: Date when RFC is logged by CMB.
2. For CMB use only: Unique identifier assigned by CMB.
3. Check the type appropriate to the action requested, Information Center requests should check other.
4. Office Code of originator (first two digits of Prism Number).
5. Project Number, unless the RFC requests a new project.
6. Project Name, unless the RFC requests a new project.
7. Provide a short descriptive title of the RFC.
8. If the originator uses an internal control number it should be entered here.
9. List any known related RFCs.
10. Originator's Mailing Address.
11. Check the desired priority:
 1. Stop all present work
 2. Top of work queue
 3. Routine.
12. Date the originator needs installation of the RFC.
13. Signature and name of the originator.
14. Office of the originator.
15. Telephone extension of the originator.
16. Preparation date of the RFC.
17. Describe the services requested, need and description of the new or modified capability. If a new project, RFC originator must include an acronym and title.
18. Provide a statement detailing the impact if the RFC is not implemented.
19. Signature and name of the ADP Control Officer.
20. Office of the ADP Control Officer.
21. Telephone extension of the ADP Control Officer.
22. Date the ADP Control Officer approves the RFC for submittal to QAD.
23. Authorizing signature from Applications.
24. Telephone extension of authorizing person.
25. Date RFC approved.
26. Signature of the Chief/Deputy Chief/Designee of QAD acknowledging receipt of the RFC.
27. Telephone extension of QAD official acknowledging receipt of the RFC.
28. Comments, if any.
29. Date acknowledged.
30. Signature of C/CMB when closing out RFC.
31. Telephone extension of C/CMB.
32. C/CMB enters any comments on the final disposition of the RFC.
33. Date entered by C/CMB when closing out RFC.