

# DPAS SYSTEM CHANGE REQUEST (SCR) FORM

## *To be completed by submitter*

Name	Date
Agency/Service	Phone
Activity Name	Email

Proposed improvement/Problem:

Recommended solution:

Is this mission critical or mandated? Explain.

Benefits of implementing (reduces time/cost, improves accuracy/accountability, financial reporting, etc.).

What module(s) is/are affected?

How frequently is this transaction performed by a user in a typical month?

What levels of users are affected?  HRH  Property Book Officers  Other:

Do you believe this affects all users within your Component or Agency or only certain users? Explain.

*After completing this page, please send the form to your CCB member. A complete list of CCB Members, their email addresses, and phone numbers can be found at:*

*[https://www.dpas.dod.mill/library/ccb/html\\_pages/ccb\\_member\\_list.htm](https://www.dpas.dod.mill/library/ccb/html_pages/ccb_member_list.htm)*

**PRIVACY ACT STATEMENT:** Disclosure of your contact information is voluntary. It is solicited for the sole purpose of responding to your comment or request. If not provided, we cannot respond.

# DPAS SYSTEM CHANGE REQUEST (SCR) FORM

## **To be completed by CCB Member**

Name	Phone
Command	Email

This SCR is considered (check one):

- (Priority 1) Applies if a problem would (a) prevent the accomplishment of an essential capability, or (b) jeopardize safety, security, or other requirement designated critical.
  
- (Priority 2) Applies if a problem would (a) adversely affect the accomplishment of an essential capability and no work-around solution is known, or (b) adversely affect technical, cost or schedule risks to the project or to life cycle support of the system, and no work-around solution is known.
  
- (Priority 3) Applies if a problem could (a) adversely affect the accomplishment of an essential capability but a work-around solution is known, or (b) adversely affect technical, cost or schedule risks to the project or to life cycle support of the system, but a work-around solution is known.
  
- (Priority 4) Applies if a problem could (a) result in user/operator inconvenience or annoyance but does not affect a required operation or mission-essential capability, or (b) result in inconvenience or annoyance for development or maintenance personnel but does not prevent the accomplishment of their responsibilities.

Estimated number of users in Agency/Component affected:

Other Comments:

CCB Member signature

Date

## **To be completed by Agency/Component HQ Flag Officer/SES equivalent (Priority 1 or Priority 2 only)**

Name	Title
Command	Phone

*"I certify that this SCR is considered Priority 1 or Priority 2 as defined above."*

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