

DPAS System Change Request (SCR) Form

Name		Date	
Agency/Service		Phone	
Activity Name		Email	
SCR Nbr		SCR Name	

Description of Problem/Proposed Improvement

--

Recommended Solution

--

Is this mission critical or mandated? Explain

--

Benefits of implementing this solution (*Reduces Time/Cost, Improves/Accuracy/ Accountability, Financial Reporting, Etc.*)

--

How frequently is this transaction performed by a user?

What levels of users are affected? Custodian Property Book Officers Warehouse M&U
 Others

Do you believe this affects ALL users within your Component/Agency or only certain users?

--

DPAS System Change Request (SCR) Form

Additional Information (Optional)

What module(s) is/are affected?
 Estimated number of users in Agency/Component affected
 Other Comments

After completing, please send the form to your CCB member. A complete list of CCB Members can be obtained by calling the Help Desk at 1-844-843-3727/498-8687 or emailing DPASSupport@leidos.com

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

<input type="checkbox"/> (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	<input type="checkbox"/> (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	<input type="checkbox"/> (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	<input type="checkbox"/> (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
--	--	--	--

CCB Member Name		Phone	
Command/Agency/Service		Email	

CCB Member Signature Block	Date

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

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