



Change Control Request

CCR CONTROL NUMBER
(For ERB Use Only)

SECTION I - INITIATOR

| | | | | | |
|----------------------------------|-----------|----------------------|-----------------|---------------------------------|--------------|
| 1. INITIATOR (Last, First, M.I.) | | 2. DATE (mm/dd/yyyy) | 3. INSTALLATION | 4. MAIL CODE | 5. TELEPHONE |
| 6. APPLICATION | 7. MODULE | 8. BUSINESS PROCESS | | 9. DOCUMENT/PARAGRAPH REFERENCE | |

10. TITLE OF PROBLEM/REQUIREMENT

11. EXPLANATION OF PROBLEM/REQUIREMENT (Continue on Separate Sheet)

12. RECOMMENDED ACTION (Continue on Separate Sheet)

| | |
|--|---------------------------|
| <p>13. PRIORITY LEVEL</p> <p><input type="checkbox"/> Emergency (Work stoppage; critical deadline(s) in jeopardy; workaround non-existent or unacceptable; and/or unplanned release is justified)</p> <p><input type="checkbox"/> High (Work can continue but severe impact on resources; supports high priority agency initiative; and/or implementation within 6 months is justified)</p> <p><input type="checkbox"/> Medium (Work can continue but moderate/minimal impact on resources; and/or implementation within 12 months is justified)</p> <p><input type="checkbox"/> Low (No measurable impact on work or resources; nuisance problem; cosmetic change; and/or no specific due date)</p> | 14. EXPLANATION OF IMPACT |
|--|---------------------------|

SECTION II - SITE COORDINATOR

| | |
|--|--|
| 15. IMPLEMENTATION DATE (mm/dd/yyyy) | 16. JUSTIFICATION FOR IMPLEMENTATION DATE (Cite law, regulation, policy, etc.) |
| <input type="checkbox"/> REQUESTED <input type="checkbox"/> REQUIRED | |

| | | |
|----------------------|-----------------------|----------------------------------|
| 17. SITE COORDINATOR | 18. DATE (mm/dd/yyyy) | 19. LOCAL CONTROL NO. (Optional) |
|----------------------|-----------------------|----------------------------------|

20. REMARKS

SECTION III - ENGINEERING REVIEW BOARD

| | | | | | | | | | | | | | | | | | |
|--|---|--|---|------------------------------------|--------------------------------------|--|--|---|--|--|---|--|--|---|--|--|--|
| <p>21. TYPE OF CCR</p> <table style="width:100%;"> <tr> <td style="width:33%;"><input type="checkbox"/> Discrepancy Report</td> <td style="width:33%;"><input type="checkbox"/> Requirements Change</td> <td style="width:33%;"><input type="checkbox"/> Study/Analysis</td> </tr> <tr> <td><input type="checkbox"/> Emergency</td> <td><input type="checkbox"/> NASA Policy</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Non-Emergency</td> <td><input type="checkbox"/> User Enhancement</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Regulatory/Statutory</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Performance/Design</td> <td></td> </tr> </table> | <input type="checkbox"/> Discrepancy Report | <input type="checkbox"/> Requirements Change | <input type="checkbox"/> Study/Analysis | <input type="checkbox"/> Emergency | <input type="checkbox"/> NASA Policy | | <input type="checkbox"/> Non-Emergency | <input type="checkbox"/> User Enhancement | | | <input type="checkbox"/> Regulatory/Statutory | | | <input type="checkbox"/> Performance/Design | | <p>22. PRIORITY LEVEL</p> <input type="checkbox"/> Emergency <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | <p>23. LEVEL OF EFFORT</p> <input type="checkbox"/> Small (<i>Less than 80</i>) <input type="checkbox"/> Medium (<i>80 to less than 250 hours</i>) <input type="checkbox"/> Large (<i>250 to less than 400 hours</i>) <input type="checkbox"/> Extra-Large (<i>400 hours or more</i>) |
| <input type="checkbox"/> Discrepancy Report | <input type="checkbox"/> Requirements Change | <input type="checkbox"/> Study/Analysis | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Emergency | <input type="checkbox"/> NASA Policy | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Non-Emergency | <input type="checkbox"/> User Enhancement | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> Regulatory/Statutory | | | | | | | | | | | | | | | | |
| | <input type="checkbox"/> Performance/Design | | | | | | | | | | | | | | | | |
| <p>24. OTHER SYSTEMS AFFECTED</p> <input type="checkbox"/> Yes (<i>If checked, identify systems affected in Block 25.</i>) <input type="checkbox"/> No <u>Concurrent Releases Required</u> <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>25. AFFECTED SYSTEM(S)</p> | | | | | | | | | | | | | | | | |
| | <p>26. CONSOLIDATION CENTER PROJECT MANAGER</p> | <p>27. DATE (<i>mm/dd/yyyy</i>)</p> | | | | | | | | | | | | | | | |
| <p>28. REMARKS</p> | | | | | | | | | | | | | | | | | |

SECTION IV - CONSOLIDATION CENTER MANAGEMENT TEAM

| | | | |
|--|--|--|-------------------------------------|
| <p>29. DISPOSITION</p> <input type="checkbox"/> Approved as Written <input type="checkbox"/> Approved with Modifications (<i>If checked, state reason in Block 34.</i>) <input type="checkbox"/> Disapproved (<i>If checked, state reason in Block 34.</i>) <input type="checkbox"/> Hold (<i>If checked, state reason in Block 34.</i>) | | | |
| <p>30. PROGRAM FUNCTIONAL MANAGER</p> | | | <p>31. DATE (<i>mm/dd/yyyy</i>)</p> |
| <p>32. CONSOLIDATION CENTER PROJECT MANAGER</p> | | | <p>33. DATE (<i>mm/dd/yyyy</i>)</p> |
| <p>34. REMARKS</p> | | | |

SECTION V - CONFIGURATION CONTROL BOARD

| <p>35. VOTE</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Installation</th> <th style="width:15%;">Approved</th> <th style="width:15%;">Disapproved</th> <th style="width:15%;">Abstain</th> <th style="width:15%;">Absent</th> </tr> </thead> <tbody> <tr><td>ARC</td><td></td><td></td><td></td><td></td></tr> <tr><td>DFRC</td><td></td><td></td><td></td><td></td></tr> <tr><td>GSFC</td><td></td><td></td><td></td><td></td></tr> <tr><td>HQ</td><td></td><td></td><td></td><td></td></tr> <tr><td>JPL</td><td></td><td></td><td></td><td></td></tr> <tr><td>JSC</td><td></td><td></td><td></td><td></td></tr> <tr><td>KSC</td><td></td><td></td><td></td><td></td></tr> <tr><td>LaRC</td><td></td><td></td><td></td><td></td></tr> <tr><td>LeRC</td><td></td><td></td><td></td><td></td></tr> <tr><td>MSFC</td><td></td><td></td><td></td><td></td></tr> <tr><td>SSC</td><td></td><td></td><td></td><td></td></tr> <tr><td>Total</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | | | | | Installation | Approved | Disapproved | Abstain | Absent | ARC | | | | | DFRC | | | | | GSFC | | | | | HQ | | | | | JPL | | | | | JSC | | | | | KSC | | | | | LaRC | | | | | LeRC | | | | | MSFC | | | | | SSC | | | | | Total | | | | | <p>36. DISPOSITION OF REQUEST</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications <input type="checkbox"/> Hold (<i>If checked, state reason and action assigned in Block37.</i>) <input type="checkbox"/> Disapproved <input type="checkbox"/> Withdraw | | |
|---|----------------------------|-------------|---------|-------------------------------------|--------------|----------|-------------|---------|--------|-----|--|--|--|--|------|--|--|--|--|------|--|--|--|--|----|--|--|--|--|-----|--|--|--|--|-----|--|--|--|--|-----|--|--|--|--|------|--|--|--|--|------|--|--|--|--|------|--|--|--|--|-----|--|--|--|--|-------|--|--|--|--|--|--|--|
| Installation | Approved | Disapproved | Abstain | Absent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ARC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DFRC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GSFC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HQ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JPL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JSC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KSC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LaRC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LeRC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MSFC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SSC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>37. REMARKS</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <p>38. ACTION DUE DATE</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>39. PRIORITY LEVEL</p> <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | <p>40. CCB CHAIRPERSON</p> | | | <p>41. DATE (<i>mm/dd/yyyy</i>)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>42. REMARKS</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |