

Attachment C
Change Control Document Templates

System Change Request

System Change Request (SCR)

IMMIGRATION AND NATURALIZATION SERVICE SYSTEM CHANGE REQUEST

Requester: _____ Date Originated: _____

Requester Org: _____ Reporting Site: _____

Requester Phone: _____

System: _____ Subsystem: _____

Current System Version: _____ Needed By Date/Event: _____

Priority: _____ SCR Type: (Circle one) Fix Enhancement)

Title: _____

Description of SCR: _____

FRD ID: _____ Related SCRs: _____

Components Affected: _____

Request for Deviation

Request for Deviation (RFD)

| |
|---|
| Date Submitted: _____ |
| Originator's Name, Title, and Organization: _____ |
| Originator's Phone: _____ Contractor: _____ |
| Project Manager: _____ INS Manager: _____ |
| Title of RFD: _____ |
| Task Order Number: _____ Project/System: _____ |
| Type of Work Pattern _____ Affected SCRs: _____ |
| Documentation Affected by this RFD: _____ |
| System Components Affected (for System RFD): _____ |
| Description of RFD: _____ |
| _____ |
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