



NCCS Change Request (Input Form)

Instructions:

This form will be used to submit requests to the ORC for review, voting, and prioritization.

When filling out the “**Description**” section, please be as detailed as possible and add the Block Number for the DD Form 254 as needed. It is important to provide as many details as possible when documenting the issue:

- Explain how you arrived at the error
- Explain what you expected to see instead of the error
- Explain the impact if not corrected before deployment, assign priority
- Include with each description:
 - Can the problem be repeated or not (100% repeatable, sometimes, very rare)
 - Screen capture the steps taken to receive error

When filling out the “**Benefits**” section, provide the reason for your change request (i.e. how will the change benefit the NCCS users, what problem will your change request resolve):

Date: Click or tap to enter a date.

Category: Choose an item.

Short Title:

Description:

Benefits:

Desired Result:

Priority: Choose an item.