

CHANGE REQUEST COMPLETION INSTRUCTIONS

1. SYSTEM ID: Enter system identifying acronym.
2. CONTROL NUMBER: Leave blank. Will be entered by MCC.
3. DATE: Enter month, day, and year when System Change Request (SCR) was prepared.
4. NAME OF INITIATOR: Enter name of person to be contacted if additional information is required.
5. TEN DIGIT TEL. NO.: Enter complete telephone number of person to be contacted if additional information is required.
6. INIT CO: Enter name of OTC initiating request.
7. COMPLETE ADDRESS OF INITIATOR: Enter U.S. Mail address of person to be contacted if additional information is required.
8. CHANGE DESCRIPTION: Enter a brief description of the change being requested. If additional space is required use plain white paper and indicate, "Continued on Attachment" and circle the "Y" following "ATTACHMENTS".
9. IMPACT: Enter "x" in appropriate block.
10. REASON FOR CHANGE: Enter description of reason for requested change. If more space is needed, indicate "Continued on Attachment" and circle "Y" following "ATTACHMENTS" in the CHANGE DESCRIPTION block.
11. ECONOMIC IMPACT: Describe the economic impact on the OTC of making (or not making) the change. (Note: It is not necessary to estimate the programming services.)
12. RECEIPT
BY: Enter name of person at MCC who received the SCR.
DATE: Enter day, month, and year of receipt at MCC.
TIME: Enter time of day received at MCC.
13. ACTION TAKEN: The MCC enters status of SCR.
14. RESULT: MCC enters final disposition of SCR. If the request was denied, the reason is entered beside "REASON".
15. COMPANY NOTIFIED: MCC enters names of person in requesting company(s) notified of final disposition of SCR.