

## ENTERPRISE REQUEST FOR CHANGE (RFC)

Title:	Implementation Date: (mm/dd/yyyy)
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Requesting Office:	Government Employee Name:
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Telephone Number: (1234567890)	Government Employee E-mail Address: (firstname.last@usda.gov)
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Request Type: (Select one)

<input type="checkbox"/> New Software Release Version	<input type="checkbox"/> Hardware/Software Support Services
<input type="checkbox"/> Software Purchase	<input type="checkbox"/> Firewall
<input type="checkbox"/> Existing Software Maintenance/Enhancement	<input type="checkbox"/> Documentation
<input type="checkbox"/> New Application	<input type="checkbox"/> Hardware Purchase
<input type="checkbox"/> Hardware Upgrade/License	<input type="checkbox"/> Other (Specify below)

Category: (Select box that applies to the type or request)

- |   |  |
|---|--|
| <input type="checkbox"/> Hardware           | <input type="checkbox"/> Documentation                 |
| <input type="checkbox"/> Software           | <input type="checkbox"/> Telecommunications Facilities |
| <input type="checkbox"/> Server Maintenance |  |

Description of Request: (Provide a brief description of your proposed change. Attach additional sheets if necessary.)

Rationale for Change: (Please describe the reasons that necessitate this change. Attach additional sheets if necessary.)

System Owner/Manager Signature:	Date: (mm/dd/yyyy)
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(Digitally sign document)

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**ADDITIONAL COMMENTS**

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Request Type: (Specify Other)

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Description of Request: (Additional Space. Provide a brief description of your proposed change.)

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Rationale for Change: (Additional Space. Please describe the reasons that necessitate this change.)

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## INSTRUCTIONS FOR COMPLETING FSIS 1360-6

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### Page 1

- **Title** - Name of Project, Application/Database, Equipment/Service, etc. (indicate the change or nature of request)
- **Implementation Date** - Proposed date the work will be performed or needs to be performed. This date is subject to change by the TCCB pending review of OCIO resources.
- **Requesting Office** - Primary Office/Program initiating Request for Change.
- **Government Employee Name** - Contact Person.
- **Telephone Number** - Telephone number contact person can be reached.
- **Government Employee E-Mail Address** - E-Mail address of the contact person.
- **Request Type** - Select one box. (Note: If the box labeled 'Other' has been selected, provide the request type in the Request Type (Specify Other) section on page 2.
- **Category** - Select box that applies to the type or request.
- **Rationale for Change** - Provide an explanation for above request.
- **System Owner/Manager Signature** - Digitally sign document. If RFC is sent electronically, supervisor must be cc'd in original email before it can be accepted by CM Team.

### Page 2

**Additional Comments** - Use these sections if additional space is needed to provide a clear explanation of the request. Also ensure that server name and other applications affected are listed if applicable.

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## INSTRUCTIONS TO SUBMIT FSIS 1360-6

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Once the form is completely filled out, save and attach your request to the Service Desk ticket you create in Footprints.

Systems that have Adobe Reader 7.0 or higher are able to use the below advanced features:

- To **save**, use the "Save As" function.
- To **add an attachment** click the "paper clip emblem" located on the left of the document, select the "add" icon on the attachment menu bar, navigate to your document and select the attachment. Click open.